MEETING MINUTES
ICYPAA Philadelphia Bid Committee Meeting
December 16, 2012, 12:00 – 1:30 p.m.
4021 Club, 4021 Walnut Street, Philadelphia, PA

1. Meeting opened at 12:10 p.m. (EST) with Third Step Prayer (Randy)

2. Attendees:
Bid Committee:
Eric, Chair
Brad, Co-Chair
Matt, Treasurer
Chelsea, Co-Treasurer
Caroline, Secretary
Jeremiah, Outreach Chair
Dan, Outreach Co-Chair
Neal, Site Co-Chair
Drew, Service Chair
Randy, Prayer Chair

Absent:
Betsy, Site Chair

Other Attendees: Katie, Michael, Elizabeth, Heather, Jared, Cristen, Lisa, Jen

Total: 18

3. Minutes from 12/2/12 read (Caroline); approved with one note: the responsibilities of Service Chair were updated and expanded since the positions were read aloud on 12/2/12.

4. Bid Committee responsibilities and open service positions read aloud with brief descriptions (Caroline)

5. Motion (Matt): To accept absentee ballots [self-nominations] for open service positions.
   a. Vote: 8-4-6 (yes-no-abstain)
   b. Minority Opinion: This could set a precedent; someone present may want to run for something; question about why candidates could not be present today (note: one was traveling abroad and one was Chair of an A.A. conference taking place this weekend)
   c. Re-vote: 12-3-3
   d. Motion passes.
6. Elections:
   a. Priority positions that we need to fill ASAP: Events Chair and Web Chair (detailed descriptions read aloud).
   b. Events Chair
      No one stands; position remains vacant
   c. Web Chair
      Michael stands; candidate qualifies, indicates experience in web design and also states that he has 2 months of sobriety
      - Motion (Drew): To change suggested time requirement from 2 years.
      - Not seconded.
      - Discussion: we can vote in candidate without changing suggested time requirement, after all it is a suggestion.
      - Motion withdrawn.
      → Michael elected by acclamation, 18-0-0
   d. District Liaison
      Lisa stands; candidate qualifies → Lisa elected by acclamation, 18-0-0
   e. Literature/Grapevine/La Viña Chair
      Jen stands; candidate qualifies → Jen elected by acclamation, 18-0-0
   f. Corrections and Treatment Facilities Liaison
      Cristen stands; candidate qualifies → Cristen elected by acclamation, 18-0-0

Absente Candidate:

   g. LGBTQ Liaison
      Ed stands via statement emailed to Secretary → Ed elected by acclamation, 18-0-0
   h. Bid Book Chair
      Dianna stands via statement emailed to Secretary → Dianna elected by acclamation, 18-0-0

7. Reports
   a. Outreach Report (Jeremiah)
      - Announced that the first Outreach Subcommittee meeting will be held directly following this meeting.
      - Motion to accept report; vote: 18-0-0; motion passed
b. Treasurer Report (Matt and Chelsea)
- Chelsea set up balance sheet in Excel
- Current balance is $22
- Question about whether or not to set up 501(c)3 tax exempt status, start and end dates of fiscal year, date of incorporation, articles of incorporation.
- Checked with TD Bank and they are unable to set up an account with multiple signatures on checks
- Discussion: Katie suggested Citizen’s Bank, which was used by PENNSCYPAA; Caroline suggested GSO Guidelines on tax status
- Motion to accept report; vote: 18-0-0; motion passed

c. Site Report (Neal)
- Betsy and Neal looked into hotels that can accommodate 400-500 room nights and seating for 2,000+ and found two in Center City
  - Sheraton Philadelphia Downtown Hotel: seating capacity 2,000
  - Philadelphia Marriott Downtown: seating capacity 3,700

8. New Business

a. Motion (Caroline): Since we need Bylaws, Caroline offered to research other Bid Committees' Bylaws and present at next meeting; vote: 18-0-0; motion passes

b. Point of Business (Neal): In the absence of an Events Chair, we need to make money and plan events.

c. Motion (Katie): To nominate Brad as Interim Events Chair; vote: 18-0-0; motion passes

d. Point of Business (Drew): We need to put together a signature service project and need ideas; please email Drew your thoughts

e. Point of Business (Matt): Question about PENNSCYPAA bank account, checkbook, and Visa debit card. Response (Katie): PENNSCYPAA checks required two of three possible signatures and the carrier of the debit card did not know the PIN (two others knew it and had to be present to make a debit card purchase); the card was used as credit online only in cases of necessary purchases that had been authorized by the committee.

f. Point of Business (Chelsea): Question about how to proceed with 501(c)3 status. Response (Caroline): Ask ICYPAA Advisory for experience and do what they suggest.

g. Point of Business (Eric): Need to decide date and location of subsequent meetings. Church at 8th/Bainbride with larger space is unavailable through January. Meeting space at 4021 Club (present location) is available. Discussion to continue holding meetings every two weeks at 4021 Club.
9. Next meeting: Sunday, December 30, 2012 at 12 p.m. at 4021 Club

10. Announcements (Caroline):
    a. Bid Requirements document is available on RBD section of icypaa.org
    b. ICYPAA University webinars will begin January 20; read dates and topics aloud
    c. Remember to register for ICYPAA 55 and reserve rooms at the Arizona Biltmore in Phoenix

11. Meeting closed at 1:24 p.m. (EST) with the Serenity Prayer