MEETING MINUTES

ICYPAA Philadelphia Bid Committee Meeting
February 24, 2013, 12:00 – 2:00 p.m.
4021 Club, 4021 Walnut Street, Philadelphia, PA

1. Meeting opened at 12:08 p.m. (EST) with Serenity Prayer (Neal)

2. Introductions

3. Attendees:

   Bid Committee:
   Brad, Co-Chair
   Chelsea, Co-Treasurer
   Caroline, Secretary
   Jeremiah, Outreach Chair
   Betsy, Site Chair
   Neal, Site Co-Chair
   Ed, LGBTQ Liaison
   Dianna, Bid Book Chair
   Alex, Merchandise Chair
   Jen, Literature Chair
   Brian, Audio/Visual Liaison to Site Subcommittee

   Absent:
   Eric, Chair
   Matt, Treasurer
   Alex, Co-Secretary
   Kelsey, Events Chair
   Bill, Events Co-Chair
   Dan, Outreach Co-Chair
   Michael, Web Chair
   Hannah, Graphics Chair
   Randy, Prayer Chair
   Lisa, Area/District Liaison
   Cristen, Corrections & Treatment Facilities Liaison

   Other Attendees: Ty, Jess, Carl

   Total: 14 votes

4. Minutes from 2/10/13 read (Caroline) and approved. Caroline will circulate minutes after each meeting via email for committee's review and approval within 48 hours.

5. From 2/10 Minutes: Attendance Policy read as a reminder (Bylaws, section IV):

   A. Attendance:
1. Failure to attend two consecutive Philadelphia Bid Committee meetings without prior notice to the Chair, Co-Chair, or Secretary will result in an automatic warning from Chair.
   - Failure to attend the next meeting will result in a call to vote on whether the person must forfeit their trusted servant position.
2. Failure to attend three Philadelphia Bid Committee meetings within a 3-month period with or without notice to the Chair, Co-Chair, or Secretary will result in an automatic warning from Chair.
   - Failure to attend more than three meetings in that 3-month period will result in a call to vote on whether the person must forfeit their trusted servant position.
3. If absent, a proxy report should be submitted in advance to the Chair, Co-Chair, or Secretary.

6. Reports
   a. Site Report (Betsy)
      - Webinar on 2/17 helped answer our question about market size:
        Philadelphia is between a mid- and large-size market
      - Conversations are ongoing with Marriott, Convention Center, Lowe’s, and Sheraton
      - Site visit will be confirmed for Tuesday, 3/5, at Marriott and Convention Center for Eric, Brad, Betsy, Neal, Caroline, and Brian to see the venues and ask questions
      - Available dates received from Convention Center from June-September 2014; there are a number of weekends available; Marriott dates are Labor Day Weekend (August 27 – September 1, 2014) and late September (September 24 – 29, 2014)
      - Lowe’s caps at 2,000 for ballroom space; we are looking for 3,000 capacity
      - Marriott has two ballrooms, one with pillars and one without, which will affect visibility
      - Convention Center charges fees for space, without food and beverage purchases, that would total $30,000
      - If we had a banquet, this would change the costs
      - **Question for Advisory:** Is a banquet customary for ICYPAA? Will we be expected to have a banquet in our bid?
      - Motion to accept report; vote: 14-0-0; passed

   b. Treasury Report (Chelsea)
      - Current balance $699.55
      - One outstanding payable to Michael for web expenses, which will then bring our balance to $639.86
      - Chelsea spoke with Kelsey about compiling projected expense budgets for St. Patrick’s Day dance and events going forward
      - The webinar answered a number of questions: balance sheet/financial statements are required and are being kept up-to-date; $5,000 was a number mentioned by Advisory when we asked about how much
money a bid committee would need going into the bid presentation (and this amount was on the high end, as it was also suggested that the bid committees do splits to contribute to District, Area, GSO, Intergroup) and it was indicated that ICYPAA is self-supporting through registrations; tax research will be key for our bid book and Chelsea will contribute this piece after April 15 (tax season)
- ICYPAA Advisory is 501c3 in Colorado; committee receives tax exemption when it becomes host committee
- Matt has been in contact with Chelsea, Eric, and Brad, regarding his inability to make Bid Committee meetings until after spring break due to work and school commitments; he does not want to resign, but understands the committee may want to take action in it’s own best interest, but he wants to let people know he is interested in continuing in the position of Treasurer
- Motion to accept report; vote: 14-0-0; passed

c. Outreach Report (Jeremiah)

- Jeremiah connected with Chris, the Outreach Chair from ICYPAA 55 Phoenix Host Committee and will get outreach materials from him and share ours
- Calendaring of other conferences and events – John, Calendar Chair, has done this
- Motion to accept report; vote: 14-0-0; passed

d. Events Report (Brad)

- Kelsey sent his report by email
- The William Way Center, our proposed March dance location, is totally booked up for March and April and has been since November
- Kelsey to try to book a date for a dance there later this spring
- Other venues are unavailable, not responding, or are available for $2,000 rental fee (out of our budget)
- Possibilities include Tommy Deez for karaoke or dance; they want Kelsey to go to a board meeting and a few of us attend some of their dances to show that we want to work with them; a bowling alley in Bristol, PA is available for an event and outreach in Bucks County
- Discussion: Church at 21st/Sansom (Brad trying to contact); Church at 8th/Bainbridge (Brad to contact); Church in Manayunk (Brian to contact); FOP Building (Betsy to contact); suggestion to book venues further in advance if we are encountering scheduling difficulties by trying to book events too close to our desired dates
- Motion to accept report; vote: 14-0-0; passed

e. Graphics Report (Caroline shared Hannah’s report)

- Hannah sent her report by email, as she is sick
- She sent two designs and would like the committee’s feedback (see New Business)
- Motion to accept report; vote: 14-0-0; passed
f. Calendar Report (Caroline shared John’s report)

- John sent his report by email, as he has work obligations
- He has compiled a list of all young people’s meetings in the 5 county area, but could not find specific YP meetings in Montgomery or Bucks Counties; he also included meetings in Lehigh and Berks Counties
- He would like suggestions about any additional young people’s meetings or meetings with a lot of young people who attend on a regular basis like the Underground
- He will add these meetings to the online calendar by the end of the day
- He will communicate with Kelsey to ensure our events are on the calendar
- Motion to accept report; vote: 14-0-0; passed

g. Service Report (Caroline shared Drew’s report)

- Drew sent his resignation by email; with deep regrets, he is resigning due to health issues and family matters that are preventing him from his obligations to the Bid Committee and he cannot give the position the time it requires. He sends his best wishes for success and serenity.
- Motion to accept report; vote: 14-0-0; passed

7. Old Business

None.

8. New Business

a. Motion: To link bank account to PayPal (or other electronic payment service) and get a card reader to accept debit/credit payments at events; seconded.

Discussion: Square and Google Wallet were suggested; PayPal takes a cut of 2.9%, Square takes 2.75%. Account signatories can do research and decide on best deal.

Vote on original motion: 14-0-0; passed.

b. Service Chair: with Drew’s resignation, we need someone to step up; the next webinar on March 10 will be on this topic and help the incoming person to understand the requirements; service position description read. Jess volunteers; qualifies → voted by acclamation, 14-0-0.

c. Next webinar: Sunday, March 10, 2013 at 4 p.m. on Service experience and group service projects and Host Committee Responsibilities
d. Logo and merchandise: topic raised about selecting Hannah’s design #1 or #2 and whether or not to make motions to produce lighters, t-shirts, mugs, etc.

e. Motion: To modify Hannah’s design #2 to add twelve steps to the Art Museum staircase, add a Big Book to Bill W.’s hand, and add a circle around it like design #1; seconded, vote: 7-2-5; passed.

f. Hannah will be asked to have the final design back to the committee by Tuesday via email or committee-only FB group for approval by Wednesday.

g. Motion: Once we have the final logo, spend $500 on t-shirts; seconded, vote: 13-1-0; minority opinion: a member asked if this would be prudent, discussion about spending our money on events vs. t-shirts, some members expressed a willingness to front money for events rather than t-shirts; re-vote: 9-2-3; passed.

h. Motion: To have t-shirt color be “Big Book blue”; seconded, vote: 12-2-0; passed.

i. Motion: To have Alex decide on black or white ink color; seconded, vote: 12-0-2; passed.

j. Motion: To make video for YouTube / outreach of committee doing Harlem Shake; seconded, vote: 2-6-6; does not pass.

k. Suggestion to purchase your t-shirt today, to help support this upcoming purchase.

9. Seventh Tradition

10. Next meeting: Sunday, March 10, 2013 at 12 p.m. at 4021 Club

11. Meeting closed at 1:41 p.m. (EST) with the Lord’s Prayer (Brad)