MEETING MINUTES

ICYPA Philadelphia Bid Committee Meeting
April 7, 2013, 12:00 – 2:00 p.m.
4021 Club, 4021 Walnut Street, Philadelphia, PA

1. Meeting opened at 12:05 p.m. (EDT) with Serenity Prayer (Eric)

2. Introductions

3. Attendees:

   Bid Committee:
   - Eric, Chair
   - Brad, Co-Chair
   - Josh, Co-Treasurer
   - Caroline, Secretary
   - Kevin, Events Co-Chair
   - Jeremiah, Outreach Chair
   - George, Outreach Co-Chair
   - Betsy, Site Chair
   - Neal, Site Co-Chair
   - Mikael, Web Chair
   - Jess, Service Chair
   - Tai, Service Co-Chair
   - Hannah, Graphics Chair
   - Jen, Literature Chair
   - Ed, LGBTQ Liaison
   - Dianna, Bid Book Chair
   - Alex H., Merchandise Chair
   - Brian R., A/V Liaison
   - John, Calendar Chair

   Absent:
   - Chelsea, Treasurer
   - Alex R., Co-Secretary
   - Kelsey, Events Chair
   - Brian, Set-Up / Clean-Up Chair

   Other Attendees: Eddie

   Total: 20 votes

4. Minutes from 3/24/12 read (Caroline) and approved. Caroline will circulate minutes after each meeting via email for committee’s review and approval within 48 hours.

5. Reports

   a. Site Report (Betsy)
- We are still waiting to hear back from Shane at the Marriott on additional 2014 dates with the “half” ballroom option
- Labor Day Weekend 2014 (August 27 – September 1, 2014) at the Marriott has been placed on first option hold
- Loew’s responded to RFP with July 4, 2014 weekend available only as second option hold, however their ballroom space maxes out at 1,500, making it a less viable option
- Sheraton has still not responded to RFP
- Question: have we explored overflow space in case the Phoenix scenario occurs? No, haven’t yet
- Discussion: in preparation for Bid Book, what options should we include? Can we put both Marriott Option #1 and #2 or do they have to be different hotels? Eric read Bid Requirement #7 and it seems clear that we need two different venues
- Decision to include Convention Center and Loew’s options even though they are not ideal, in order to demonstrate our research
- Question: Should we include hotel options outside of Center City? No, we are presenting a bid to host within the city of Philadelphia
- Betsy to draft Bid Requirement #7
- Motion to accept report, seconded, passed 20-0-0

b. Treasury Report (Josh)

- Read report from Chelsea’s email: “1. Available cash is $1,472 ($1,420 in the bank and $52 cash on hand) and net income to date is $1,848. The financial statements are fully updated; please let me know if there are any questions on the details. 2. The PayPal account has been verified and the funds collected on 3/15 have been transferred to Citizens Bank. 3. The online banking has been set up (thank you to Kelsey for all of his help with this) and Matt’s information has been changed to mine. 4. We are currently being charged $2/month for "statement delivery", although I have yet to have any statements delivered, so I am unsure why this charge is appearing. Unless Kelsey has any input on this item, I will research it further after 4/15. 5. I’d like to volunteer to help out with collecting money at our 4/19 event. I think we should have three people for this: 1) to collect cash (me?), 2) to take credit/debit card payments, 3) Alex (t-shirts). (I don’t think we’re selling anything else at this one, but let me know if I’m missing anything.) I will bring some petty cash (although I don’t think we’ll need much since the price is an even $20); do we need to pay D&B up front for anything? Please let me know if I should bring a check or additional cash.”
- Question for Brad: At the April 19 event, do we take the money at the door or does Dave & Buster’s? How does one entity or the other get paid out at the end of the event? Brad did not know and would ask.
- Brad said that it is cash only, but Caroline will bring our PayPal reader in case this changes and we are able to take credit card payments
- Motion to accept report, seconded, passed 20-0-0
c. Web Report (Mike)

- Updated website (www.phillybid.org) to add zip code field when people opt in to receive information (so we can add to ICYPAA’s master outreach list)
- Updated website to add PayPal for t-shirt purchases
- Motion to accept report, seconded, passed 20-0-0

d. Calendar Report (John)

- Currently, there is one combined calendar for Bid Committee events and for YPAA meetings in the Philadelphia region – this will be split into 2 calendars for ease of use
- Note: these Google calendars can be added to your personal Google calendar and appear on your smart phone
- Motion to accept report, seconded, passed 20-0-0

e. Bid Book Report (Dianna)

- Bid Book Sub-committee has been formed to come up with 3 branding ideas for the Bid Book: Hannah, Alex, Dianna (Jeremiah requested he be included)
- These ideas will be brought to the Bid Committee for a vote in mid-May; any input is welcome
- Phillies tickets may be used as incentive to book hotel early; Dianna will explore pricing and report back
- Motion to accept report, seconded, passed 20-0-0

f. Outreach Report (Jeremiah)

- In response to a question posted on the comments section of our Facebook Event, “What is Philly Bid?”, Jeremiah will ensure that we address this question on our flyers and Facebook Events
- Please change your jargon: our events are not fundraisers, they are Outreach Events (Kelsey and Jeremiah to work closely to ensure the events serve as platforms for outreach)
- Flyer and Facebook Event will be updated to add info about the Bid Committee and our website, www.phillybid.org
- George, Outreach Co-Chair, is now responsible for selecting the YPAA meeting in the Philadelphia region that we will attend and will send out a message to the committee later in the week
- Thanks to Neal who made an announcement about our committee at the Westtown meeting in Chester County on Friday, 4/5
- Motion to accept report, seconded, passed 20-0-0

g. Service Report (Jess and Tai)

- Tai shared ideas for bid presentation video, that came up as she and Jess were brainstorming about the Young People’s Video Project:
- Philadelphia History theme: South Park voice or National Geographic voice over animations about this city's history and our personal stories
- Philadelphia Rocky theme: boxing match Al Cohol vs. Steps (12 rounds) with the trainer (sponsor) giving step-related advice and a commentator that says "He's on his knees!" etc. Rocky song and Let's Get Ready to Rumble could be background music
  - Group Service Project idea #1: Series of workshops hosted by bid committee, first one with Meditation as the topic with a guided meditation, could be held before ICYPAA 55 and the rest throughout the year ahead
  - Group Service Project idea #2: Bring meeting to The Bridge Way School in Manayunk neighborhood (Philadelphia's first recovery high school); Jess made contact with the school and they have a need for a meeting and would welcome our involvement; she is waiting to hear back with details
  - Group Service Project idea #3: Identify young A.A.'s to serve on the Cooperation with the Professional Community committee at Intergroup, to be identified as YPAA contacts who are the same generation as the medical students (and others like nursing, PA, law, etc.) to escort them to meetings; Josh and Betsy attend the monthly CPC meeting and could explore opportunities
  - Other idea from last time: serve as speaker recording resource if we want to purchase equipment (see Old Business)
  - Jess and Tai will continue to explore ideas and bring them back to the committee for consideration
  - Motion to accept report, seconded, passed 20-0-0

h. Events Report (Kevin)

- April 19 event confirmed: Speaker and Game Night at Dave & Buster's, 7pm, $20, with Chris B. (flyer is online)
- May 18 event confirmed: Dance at William Way Center, details TBD; ideas for theme include Hawaiian or Hawaiian Zombie
- Kelsey will meet with a woman from a Levittown bowling alley on Wednesday to find out about holding an event there
- Planning a dinner in Delaware County; discussion: does it have to be Spaghetti? No, as long as it's cheap. Could it be fish tacos? Yes, if Kelsey catches the fish to keep expenses to a minimum.
  - Motion to accept report, seconded, passed 20-0-0

6. Passed softball glove for 7th Tradition

7. Old Business

   a. Caroline asked Lenny, who records speakers at a meeting in Drexel Hill, about the cost of purchasing equipment should the Bid Committee decide to do a service project to become a resource for A.A. meetings across the region that wish to record speakers and share them online. Lenny suggested a digital recorder with a USB port ($70-200), which is easy to
record and transfer to a computer, and a clip-on microphone ($100); he warned that cheaper isn’t better because sound quality may be compromised. Mike suggested that if we decide to purchase, we do so online and not from a retailer like RadioShack in order to get the best price

Motion: To send Jess this information for a potential Service Project; seconded; passed 20-0-0

b. Props for Phoenix: Pennsylvania flag, Philadelphia flag, impersonators of Rocky, a Mummer, and Ben Franklin.

Motion: To purchase a Philadelphia flag (Alex to purchase and be reimbursed); seconded; passed 19-1-0. Minority opinion not expressed.

8. New Business

a. New Flyer to announce Committee Meetings with our website on them. No motion needed; Jeremiah and Hannah to create.

b. Non-A.A. members at events: Can we bring non-A.A. members to the 4/19 event? And if so, how do we charge them if we are self-supporting, declining outside contributions? Eric suggested that the non-A.A. member either purchase their $20 game card directly from Dave & Buster’s or if they purchase through us, we give them the $10 profit we would have made back to them.

c. Eddie: Introduced himself and shared that he has done t-shirts and banners for A.A. and A.A.-related groups over the years and offered his help. Eric suggested that he connect with Alex (Merchandise Chair) and Hannah (Graphics Chair).

d. Mailing Address: What address should we use for Bid Requirement #13 (“Present a temporary pre-registration flyer with website, email and mailing address information”). Discussion included whether or not we should use Chelsea’s (as she is the address on our bank account), Eric’s (as he is the chair), or a P.O. Box.

Motion: John to research P.O. Box prices and report back; seconded; passed 20-0-0.

Question for Advisory: What do Bid Committees customarily do for a mailing address? Is it prudent to get a P.O. Box, when we may not receive any mail (if not awarded the bid)? Do bidders use personal addresses?

9. Next meeting: Sunday, April 21, 2012 at 12 p.m. at 4021 Club

10. Meeting closed at 1:25 p.m. (EDT) with Responsibility Statement (Eric).