

## **WACYPAA Advisory Council Midyear Agenda**

**Oregon 6/6/09**

Open with a moment of silence, serenity prayer

Roll call Kim, Josh, Kevin D., Anna, Brandy, Nimco, Ben, Alonzo, Jonathan, Jamey aka Nipples, Sarah B., Casey, Erica, Erika, Louise, Sarah G., Robbie, Lauren

Read through Agenda as a group

Read through Bylaws

Approved some bylaw changes

Reports:

### **Sarah G.-Secretary**

Minutes read: Motion to accept: Kevin D., Anna second

Territories: AZ and NM...nothing done with NM, but have worked a lot with WAC bid in PHX this year. Went to their first 2 meetings, talk to chair often, and have been to several events. There is a lot of disconnect with the YP in AZ right now. Bidding for ICYPAA, VALYPAA is all but dead with 5 people on it, and another service committee has started that is basically the same thing as VALYPAA that was started from resentment. Alonzo, Sarah and I are working on this issue right now to try to be elder statesmanlike and create more unity. For example, VALYPAA had an event and NOT ONE single person from WAC bid was there...WAC event, the opposite was true. Crazy and how would they host a conference this way?

Made several changes to the bylaws which were mostly just moving things around to places they make sense. Also added a Table of Contents and page numbers, and tried to add everything we just updated since I have been the secretary. It is in new business to see if the secretary has autonomy to make these types of simple changes, so for now I printed the old ones and a paper with what I propose we change.

Who updates our PDF files? According to old minutes, bid requirement 5 was changed already, although we have talked more about that of late, and we recently changed 8. We really need to make sure changes we make actually get implemented.

My goal is to leave the next secretary with as much information as possible, and make sure it is very organized. There are holes of minutes I am missing, and I am sure pertinent info is there. Every time I go through the old minutes, I find more updates we have not changed.

Also, I have been thinking a lot about the operations of this deal, and I was wondering if when we assign territories, we only have one person on a state like Alaska and several in CA, where we do really get support. Maybe new biz if we have time ☺

**Lauren B.-Treasurer**

**\$\$\$ TREASURER'S REPORT \$\$\$**

by Lauren Bille

Holler. As you all know. We did unbelievably well in Reno. Like Whoa. Thus, we are floating around with hella muhneh.

We currently have a whopping **\$14,160.55** in our account.

If you would like to see the bank statements for the year, I have them downloaded to my computer...

**-BUDGET**

I have copies of our current budget, as updated last midyear, on my computer and will be emailed out. In summary, our current core expenses cost: **\$2932.00**. Our current overall expenses cost: **\$8597.00**, allotting \$800 for outreach and \$3,200 for travel expenses.

With a prudent reserve or \$5,000 plus our core expenses of \$2932 (equaling \$7932.00), we still have **\$6228.55** this year for travel, outreach trips, mailings, food at council meetings, and/or anything else in our budget.

Once again, GSO suggested that we are fully self-supporting before we donate monies to our AA service bodies.

**-REIMBURSEMENTS**

I have not reimbursed any council members for their positions yet this year. Please request or send me receipts if you need reimbursements.

Two people requested their allotted \$200 for this midyear. I assume if others need it they will ask and have receipts or are waiting until the conference.

Currently, each advisory council member is allotted \$200 per year for travel expenses, for mid-year or the conference, with receipt. I assume it is for members who plan to attend both meetings each year. That will be further discussed today in new business, I believe.

We have the funds to pay for hotel rooms, with 4 advisory members per room. If you need to bring family or opt to not stay in hotel, each advisory member will be allotted the money offered for ¼ of room cost. This is something we can currently afford to do, but not guaranteed at each meeting.

**-INSURANCE**

I have been in contact with ICYPAA, ACYPAA, ESYPA and GSO about their insurance for the conference. It was recommended that we purchase both directors/officers insurance (to protect us) and social services insurance (to protect the conference).

In regards to finding out if we need to be insured all year or just for the event- ICYPAA is insured all year and offers event insurance to the host city for their pre-conference events during the year, but they never take it.

I've been speaking with a man name Paul from Comprehensive Insurance Services, which ACYPAA recommended, and he has sent me applications for both sets of insurance. He also can offer the special event insurance upon request, throughout the year, for the host committee, if necessary.

#### **-TAXES**

We are *not* a non-profit. We will not be. It is super hard, and unnecessary. None of the other conferences are non-profits. AA, as a whole, is. We are, however, incorporated. We have a tax ID number. We have not needed to file taxes because we haven't made very much money. As long as we spend, or donate our money- then we will never have to file.

I've been in touch with an accountant, just asking questions, but haven't paid her for services yet, because I'm not sure that we need them.

#### **-PO BOX**

Sarah Briggs has been taking care of PO BOX in Phoenix. We can now pay them online annually with our check card.

#### **-OTHER**

We have not received any money from the missing money from Boise. Have hopes that perhaps WACYPA11 Host Committee may raise money and donate to the conference in the future.

Wells Fargo had us set up on a business account, which allows no more than 6 transactions per month. During the retro reimbursements earlier this year, I forgot about that rule and made more than 6 transactions in the months of February and March. We were charged \$10 per extra transaction and spent \$50 in total. I'm sorry. If you guys want me to pay it back, I will. But to prevent that mistake from happening again, I opened a checking account and will transfer funds to it when we need to make lots of transactions. I just need to get Kim, and Louise to sign the form and I will fax it to Wells Fargo this weekend.

That's the deal. Please feel free to ask questions or request copies of all documents, to see, be emailed, or printed.

Thank you soooooo much for allowing me to be of service. It is truly an honor.

ITEMIZED REPORT AND BUDGET INSERTED NEXT

**Itemized Report**

starting 07/31/09

**starting balance****\$5,069.49****Withdrawal**

date	ammount	details
10/28/2008	(\$12.35)	to Lauren to fax insurance forms
10/29/2008	(\$52.00)	PO Box to Mike Salzar
31-Dec	(\$430.00)	Philadelphia Insurance

**Deposit**

8/15/2008	\$872.89	Boise donations	
		Total Interest	\$7.29

**ending balance****\$5,449.89****Itemized Report as of 1/01/09****starting balance****\$5,449.89****Withdrawal**

date	ammount	details
1/7/2009	(\$275.66)	to Kim for reimbursement of AC food
1/8/2009	(\$54.24)	to Kelly for Archives
1/8/2009	(\$8.00)	to Lauren to fax
1/20/2009	(\$39.63)	to Wells Fargo for checks
2/14/2009	(\$200.00)	Anna- retro travel
2/14/2009	(\$200.00)	Alonzo- retro travel
2/14/2009	(\$200.00)	Jonathan- retro travel
2/14/2009	(\$200.00)	Louise- retro travel
2/14/2009	(\$200.00)	Joshua- retro travel
2/14/2009	(\$200.00)	Kim- retro travel
2/14/2009	(\$200.00)	Brandy- retro travel
2/14/2009	(\$200.00)	Meiko- retro travel
2/14/2009	(\$200.00)	Lauren- retro travel
2/14/2009	(\$200.00)	Sarah G- retro travel
2/14/2009	(\$200.00)	Casey- retro travel
2/14/2009	(\$200.00)	Robbie- retro travel
2/14/2009	(\$200.00)	Sarah B- retro travel
2/20/2009	(\$7.56)	stamps
2/24/2009	(\$30.00)	Excess Activity Fee
3/17/2009	(\$20.00)	Excess Activity Fee
5/2/2009	(\$200.00)	Sarah B- travel
5/2/2009	(\$200.00)	Lauren- travel
6/5/2009	(\$200.00)	Kevin- travel
6/6/2009	(\$200.00)	Alonzo-travel

**Deposit**

1/15/2009	\$143.00	T-Shirt sales Boise
1/30/2009	\$13,000	Reno Donations

as of 06/06/09

**ending balance****\$13,760.55**

## BUDGET

	proposed spending	actual spending	
		2008	as of 06/09
<b><u>Income</u></b>			
Host Committee donations	\$4,000.00	\$872.89	\$13,000
Interest paid on bank account		\$7.29	\$2.75
Other donations	\$0.00		\$143.00
Miscellaneous	\$0.00		
Total Income		\$880.18	\$13,145.75
<b><u>Expenses</u></b>			
Seed money*	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>
PO Box*	<b>\$52.00</b>	<b>\$52.00</b>	
Website*	<b>\$80.00</b>		
Insurance Premium*	<b>\$1,600.00</b>	<b>\$430.00</b>	
Postage and Copies	\$150.00		\$15.56
Mailings	\$280.00	\$12.35	
Outreach	\$800.00	\$150.00	
Delegate	\$0.00		
Bank account service charges	\$35.00		\$50.00
Rent*	<b>\$200.00</b>		
Archives	\$200.00	\$40.49	\$54.24
Travel Expenses	\$3,200.00		\$800.00
Conference calls	\$0.00		
Council meetings Food	\$1,000.00	\$180.00	\$275.66
Pre-conference events			
Checks			\$39.63
Other (retro travel for 2008)			\$2,600.00
Total Expenses	\$8,597.00	\$1,864.84	\$4,835.09
*Core Expenses	<b>\$2,932.00</b>	<b>\$1,482.00</b>	<b>\$1,000.00</b>

Erica: Questions about 501c3 and do we have to file and just not pay? Maybe we need an Ad Hoc committee

Ben: Umbrella insurance

Erica: Can we develop an Ad Hoc committee to work out our 501c3 status

Ben wants to see benefits and drawbacks to be a non-profit

Kevin motion to accept Treasurer's Report

Anna seconds

Motion passes

Break, meeting reopens at 11:25

### **Kim Gilbert Report (Chair, WY, MT)**

Since the last meeting I have been in contact with the host committee frequently as a result of some difficulty they had with their committee and coming up with a hotel contract that the committee agreed on. It worked out eventually and I think that some of the experience could be used in the future if they will share it with us later after the conference is over. The Oregon statewide host committee seemed to be somewhat divided from the beginning with 2 or more different groups with different structures. The two groups began to unify with host committee elections but became divided when the hotel contract was slowed up and certain people began to question whether the group chose the city appropriately and the group voted to bring another hotel in another city back into negotiations. I was talking to the hotel chair and the chair and some other committee members throughout this time and the 45 day time limit came and went and approximately a month after that, the committee had an emergency business meeting with two contracts to decide on with two very separate groups accusing the other side of sneaking around, lying and trying to manipulate the results. The group has really come a long way since the decision was made, rebuilding unity in the group. One thing to consider to avoid this in the future is to have a city chosen earlier on, step in sooner as an advisory council if they are not negotiating a contract fast enough, make sure the committee has the ability to negotiate the hotel contracts. I went to ICYPAA a couple weeks ago and visited with the host committee member there doing outreach and they really seem to have grown since then.

Montana-Have not done anything in MT, there are still some people up there from WACY PAA there who are interested in having a WACY PAA 6 reunion, hopefully at a conference. It's been 7 years since WACY PAA was in Billings. That's crazy!!!

Wyoming-I asked the host committee to come out to an area assembly in Wyoming. They are planning to come out in August to outreach. I think I have talked at least 2 people in coming to the conference with me in Eugene. Most people have no interest when I tell them about WACY PAA, but some interest in starting to come as I participate with them in the District and Area.

### **Louise-Co-Chair**

AZ is bidding – helped facilitate their elections for their bid. Worked with co-chair of the bid and is encouraging work with Tucson for an all AZ bid. Gave her Alaska contact to the Eugene host. Hawaii is bidding. Went to ICYPAA. Weezie did not do the contact list, she is very sorry.

### **Jonathan-Website**

CO and NM are territories, did not contact. Website is working. Worked with Eugene host and offered suggestions that were not taken regarding their website. Offered suggestions regarding online registration and theirs is not working now. Jon wishes the host committees would just use the wacypaa.org but they have been choosing to do their own sites.

### **Josh-Mailing Chair**

Registration form got completed 1.5 months ago. Wants to email out the mailing but is afraid emails are not right or people are not sober. He and Anna facilitated elections for host. Communicates a lot with the events chair for the host committee.

Mailings might be good to go to emails. Yahoo groups and past attendees should be on the mailing list. Registration chairs of hosts are not compiling a list of these things for the mailing chair. Should they be? We will move this to the end of the agenda.

### **Ben-Native Liaison**

Going to the National Native conference in Green Bay, WI in October and will be asking for assistance. Working with Notah, past Native Liaison to get tips.

### **Alonzo-Hispanic Liaison**

Working a lot with Fily in MX. Worked with LA Hispanic Liaison. They are doing a lot with translation and inviting the Spanish-speaking community. Went to ICYPAA. Took Hotels 101 course to better his understanding of hotel contracts. Planning some trips with Erika to NM and Old Mexico in September. Working on collaboration with several committees in Phoenix and having a meeting with all of them. Less than 10 standing host committee members. Hates the Google groups and wants to get on there.

### **Anna-Archives**

This is a summary of the feedback forms given to me from the Reno Host committee after the conference. I took the most relevant info from all the documents and compiled a small report.

Bidding Process- "it was a blast" "the bidding process provided a strong foundation for our young committee which taught us much about working together through the traditions." "Yes, I thought the requirements were necessary for demonstrating the need and ability to host such a conference"

Hotel- average roommate rate-100\$

Was the room block filled- yes?

Web/graphics- How did you obtain theme? "Group brainstorm and agreed upon-raising the bottom"

How were flyers distributed? Designed and then threw email for people to print out.

Prox how many? 3000

Did you have a website-yes

How much was it to maintain? 120\$

Was it a cost worthy and effective tool? "Paramount to receiving pre-registrations"

Alanon- What was your experience cooperating with Alanon? "easy, have a good working relationship history with them, went to alanon area and a few alanon local meetings"

Registration- What program did you use? Excel

How may pre-reg? over 500, total 1540.....1800?

Mailings? Yes threw outreach committees

Did you take pre-reg from events? Yes many came from events

Overall experience "CONTROLLED CHOAS"

Finances/Treasury- (Anna speaking) wasn't any info on feedback forms, I believe- Erica correct me if im wrong but Regina was the treasure? Forms requested a copy of their budget...do we have one? Might be good to get a copy!

Hospitality- two rooms for hospitality- Bid cities and upcoming events were given space in different areas. Each ypa had a time slot.

Hours of hosp room? 24hrs

Cost of hospitality room- 500\$

Programs- How far in advance did you start working on the program? February

Did you pay for main speaker's airline, hotel ect? Yes

Merch- (anna speaking) I think that reno did a really great job with their estimate of merch and that it will be good to use their numbers as a guide for future conferences.

"Bought just enough for the conference"

215- T-shirts

155-sweatshirts

50- beanies (that's a toque in Canadian)

15\$ for t-shirt

25\$ for sweatshirt



10\$ for beanie (see above for translation)

Events- held events every month- all made \$\$, co hosted with other ypaas

Outreach- What was successful?

Committee members outreaching many areas

Road tripping

Went to gay and lesbian meetings

Co- hosting

Security=- responsibilities? To allow only reg people into events

Was there cooperation with the hotel security- yes

Was there a preconference event- yes new years, aprx 670 people!

Whew, asides from that, since the conference me and josh went down and hosted the elections for Oregon's committee. Also been in touch with many of the host committee in regards to the hotel, putting them in touch with past host member for host ect. Ypaa in BC is pretty strong; BCYPAA is happening I believe in September 4-6<sup>th</sup>..in its 3<sup>rd</sup> year with now 8 bid cities across BC...amazing, they are aware of wac and ive been trying to get the chairs of those committees in touch with wacs outreach peeps because I believe BC young peoples will for sure be coming s momentum grows. As well at the north shore roundup...I housed a bunch of people that came up and set up a table at our conference ectect. Unfortunately nothing from Alberta...again I think after mid year I may write it on my forehead to be more proactive to try to track down the young peoples in Ab. I sent a bunch of emails once but never followed up. Hmmm what else...

For budget for this conference, I need to do a binder for Reno as well as a shit ton of photocopying ectect make it all nice for this year...maybe a new sign...probably 40\$ for supplies and copies.

Think that's it thank you for allowing me to be of service!

Other Reports:

**Kevin D.-** few people in PSYPC group in Seattle, zero YP used to be on the YP Council; they are potentially interested in bidding. There are a lot of YP on the committee now. He will be attending their biz meetings. Wants to do dances and help with a WAC table at Intergroup Picnic and at Fellowship of the Spirit, there is a lack of information about the conference even though they hosted just a few years ago. Put outreach position in new biz.

### **Sarah B- co-treasurer**

Spoke with Lauren once. Gave feedback on taxes, etc, will become signer on the account this weekend. Met with Fuzzy and got the code for the PO Box.

Territories: So Cal and HI; ACYPAA found out LA is still bidding, SD is a no b/c they are hosting ACYPAA. HI does have a bid, coming from Oahu from Guy.

### **Nimco-**

BC has a lot of amazingness going on...coming from a time when there were only 3 people to all of the bids for BCYPAA. Territories are Yukon and AK. Focusing on sending emails to get into these communities. July 10-12 in Canada there is a conference for BC/Yukon, trying to do a presentation there to finally reach that community.

### **Teresa- rotated off...replaced by Jamey**

Nothing much to report, going to be blowing up Idaho

### **Robbie-**

SICYPAA is doing a lot, but he did not do a lot for WAC, did not go to CA for his territories

### **Casey-**

SLC is bidding, wants to go to one of their events. WAC Experience is just getting done now.

### **Brandy-**

We have never really been able to have contact with Alberta, Van is bidding for ICYPAA, but BC might bid for WAC after their conference.

### **Erika C-**

1. WAC in Reno was amazing, but there were some people in Hispanic Intergroup that so many did not know about the conference. She loves the fliers being in Spanish and English, it is really helpful.
2. Job Description- wants to know exactly what her job description is
3. Indigenous Mexican - is not what she thinks it should be. Clarification of what the position means.

### **Erica V-**

Everything with WAC 12 closed up nicely. ANNYPAA is still holding regular monthly events with higher participation than ever. The conference brought a lot of unity to the Reno/ Sparks area.

I moved to San Francisco in May to attend Grad School and I am involved with SFYPAA. Renee (ACYPAA Advisory Chair) conducted elections and is encouraging SFYPAA to bid for ACYPAA. They won't bid for WAC, but I will announce as it gets closer to boost participation.

I am not really sure what I am supposed to do with the rest of Northern California area, but I started compiling a list of intergroups and locating young people's meetings throughout this specific area. I don't have a car anymore so it would be hard to outreach in person, but I will do my best to boost participation with the conference in these areas. As far as I know...EBYPAA is the only NorCal YP that is bidding for WAC 14.

Is there someone else that could help in this area? California is huge and there are a ton of meetings that I might not make it to, so any help or an additional person designated to this area would be helpful.

Last but not least, I have the banner ...don't let me forget to give that to someone on the host committee before I leave today.

El fin.  
Erica ☺

#### **Kevin C-**

Not here

#### **Marissa-**

Not here

#### **Old Business**

1. Travel Reimbursement (Alonzo) – Alonzo wants to kill this item. Killed. Done and done.

2. Follow Up Boise Treasury (Kim)-Kim sent the letter as written, certified mail and received the signed notice that it was received by Boise host committee treasurer.

Discussion on this being a done deal, and not having Boise keep on paying us back. It was a long time ago and we should not seek any more money from them.

3. Insurance (Lauren, Kim) – she will get back to us on this when she gets more information

4. Outreach Chair (Ben, Kevin, ad hoc)

#9 from New Business – few people responded, coordinate with bid groups and events, etc. Extra focus with keeping AC on task

Kevin will rewrite the wording to prepare for new biz so we can argue about it then.

5.501(c)3 status, Tax ID (Lauren)

Talked to an accountant, will do an Ad Hoc committee with Erica, Sarah B., and Lauren

6. Host committee bank signatures (Meiko)-Also I want to talk about advisory making some sort of recommendations in terms of at least 3 host members with signing authority for bank stuff (chair, co chair, treasurer maybe). Two would have to be present for any banking transaction.

Line or two in the host committee packet. Just a suggestion, of course they are autonomous. Debit cards are a new thing, and what do we do about these? Bank statements are an idea. Access to look at statements online from multiple people.

Discussion tabled to next meeting.

## **7. Indigenous Native Council Member (Ben)**

Wants to add separate condition for entrance to the council at end of 3.1 after Mexican AA member for Non Host City Representation from Native American AA member. The advisory council will seek non-host city representation from two Native American AA members. They will be able to serve a full FOUR year term from their induction to the advisory council.

Discussion about whether this will be a good idea to put in the bylaws.

Ben moves

Alonzo seconds

9 for, 3 against, 6 abstain, motion fails

Add to agenda for next time

## **8. Secretary's autonomy with bylaws (Alonzo, Sarah G.)**

Grammatical errors fixed without having to get 2/3 approval. Fix, then bring to committee.

Motion is: Alonzo moves that under section 4.7 Secretary should have the autonomy to correct spelling, grammatical errors, and punctuation mistakes in the bylaws and update Advisory of any changes made.

Alonzo moves, Sarah B. seconds

Motion passes

## **New Business**

1. Bid requirement 5 – showing their involvement in service. Can this be on the agenda to make this more clear? Seems some committees were confused about what we are looking for there.

Please demonstrate how the bid committee and its members have been involved with General Service (some have chosen to get a letter of support, or to show how their group was active in area or district service).

Maybe we need to do a better job of explaining this to the host, or make this requirement more clear

Sarah B. moves that we say: Please demonstrate how the bid committee collectively, and as individual members, has been involved with General Service. Some have chosen to get a letter of support from their local service body, and have shown how their group was active in area or district service.

All in favor aye...18

2. **Timer on AC questions during bid sessions. Some groups we asked a lot of questions, some we asked none. Could we fix this by putting a timer on?**

We should be more conscious of asking the first person more questions...first group is so much more nervous. We need to be mindful of this.

No motion was made, but we can move on and be more careful of this.

3. **Recycling of hotels in bids. This was brought up because the Reno hotel did not recycle at all.**

We decided that this was an outside issue, but there are things that GSO is doing to make sure we are going more green.

5. **Check into wording of bylaws for Hispanic member/indigenous members. Can they serve other positions on Council or just serve their term and they are done?**

Tabled discussion going to work on descriptions of the Mexican member-at-large position (Alonzo).

Yes, these Hispanic member, Mexican member are just ways to get on Council, they can then serve in any capacity, same as any other member who rotates on.

## 6. Outreach Chair for WACYPAA Advisory

Non-operating committee position, goes above hispanic

The outreach chair is a two year term. They shall act a liaison between known bid cities and AC. The Outreach chair shall have direct contact with the host Outreach Chair to assist with anything they need. They will maintain a regular correspondence with fellow AC members to ensure their assigned territories are getting outreached. The Outreach Chair is to assign territories to AC members. The Outreach Chair works with the Native American and Hispanic liaisons serving on AC to make sure outreach is being done to their assigned communities.

## 7. Bid Cities

SCCYPAA

PHOENIX

HAWAII

VEGAS

EBYPAA

LACYPAA

SLC

\*\*\*\*bring proposed budget to the meeting for each position , i.e. me bring estimates for print cartridge; etc – it is in the bylaws that we need a 2/3 majority vote if we are going to spend money

\*\*\*\*change wording of bylaw about Mexican liaison – word indigenous needs to be worked on

midyear.

5.6 Travel reimbursement

Discussion of travel reimbursement for AC will be held after the annual budget review session, and funds will be distributed contingent on the current financial status and by approval of the Advisory Council.

Motion passes for adding this to the agenda  
Motion passes to change bylaw

### **Outreach chair elections**

Robbie and Kevin stand and qualify

Kevin wins

- Kim entertains a motion to add to the agenda an addition to the bylaws in the Treasurer's position to keep the co-treasurer abreast of all Advisory Council treasury activity

Lauren moves to add to agenda, Erica V 2nds – passes  
Passes to add to bylaws

- Non Host City Representation of AA member(s) from Mexico.  
The advisory council will seek non-host city representation from two AA members from Mexico. They will be able to serve a full FOUR year term from their induction to the Advisory Council.

Ben moved to put on agenda; Lauren 2<sup>nd</sup> – passed

- Database for mailing chair from Registration Chair from each host. This will get tabled
- Working with people after the conference to make sure AA does not die out after the AA – this is important. Can we add some things so we can make an impact
  - Ideas: conference call
  - Feedback form
  - Work with the areas
  - Put the past hosts on the email list for yahoo groups
  - Utilize the alternates more

Motion to close