

WACYPAA Bid Committee Packet
(Revised December 2015)

TABLE OF CONTENTS

INTRODUCTION LETTER.....	3
ADVISORY COUNCIL MEMBERS.....	4
WACYPAA FACTS, AIMS AND PURPOSES	5
WACYPAA BID REQUIREMENTS.....	6
SUGGESTED ELECTION FORMAT	7
SUGGESTED COMMITTEE POSITIONS AND DESCRIPTIONS	8
SUGGESTED BUSINESS MEETING FORMAT.....	10
SUGGESTED GUIDELINES AND PROCEDURES FOR TREASURY	11
HOTEL CONTRACT GUIDE	13
WACYPAA HOTEL HISTORY.....	16
APPENDIX A: SAMPLE HOTEL CONTRACTS.....	17

Bid Committees:

Each year at the annual Western Area Conference of Young People in Alcoholics Anonymous bid committees attend from all over the western area in hopes of being granted the opportunity to host a WACYPAA in their area. In order to be considered a potential site for next year's conference:

- 1) Some members of the committee must attend the conference.
- 2) A bid package which demonstrates the completion of all 11 bid requirements must be turned in to Advisory Council by midnight on Friday the night before the bid session.
- 3) The committee must attend the bid session (usually Friday night after the main meeting) and present their committee to the Advisory Council and the rest of the conference in whatever manner they see fit. After which the Council will have the opportunity to ask them questions about their committee and the 11 requirements.
- 4) The committee must attend bid skits (usually Saturday morning) and present a skit that should last no longer than 20 minutes. After which the council may ask for any clarification regarding their bid package.

During Friday afternoon of the conference there is an open Q & A session with the Advisory Council; all bid cities are encouraged to attend. After all of the bid skits have been presented on Saturday morning, the Advisory Council (a rotating body made up of past WACYPAA host committee members and National liaisons) convenes to choose, by third legacy procedure, the site for next years conference. The announcement of the new host city takes place that night at the Saturday night main meeting.

This packet is intended to help Bid Committees prepare a bid for WACYPAA. The information is based on the cumulative experience of Advisory Council. Feel free to send a draft of your bid package throughout the year to give Advisory Council the opportunity to provide feedback.

It is strongly suggested that bid committees uphold the spirit of the Twelve Traditions and Twelve Concepts for World Service. There are many useful resources available for assisting in this process, such as The Twelve Steps and Twelve Traditions and the AA Service Manual. The Advisory Council is also available as a resource. Included in this packet is a list of current Advisory Council members, their current position on Advisory Council, and the positions they held on their respective host committees. For contact information, please go to www.wacypaa.org.

In Love & Service,

WACYPAA Advisory Council

WACYPAA Advisory Council Contacts

<u>Name</u>	Advisory Position	<u>Position on Host</u>
Jon G.	Chair	Outreach
Lindsay L.	Co-Chair, Mailing Chair	Programs
Tom D.	Treasurer	Chair
Melisa M.	Co-Treasurer	Events
Kelli P.	Secretary	Outreach
Ryan S.	By-laws Chair	Treasurer/Co-Chair
Alexander D.	Webmaster	Outreach
Leigh Ann	Outreach	Programs
Dorian G.	Native American/First Nations Liaison	Non-Host
Jeremiah B.	Member	Co-events
Mike K.	Member	Facilities
Andrew M.	Member	Programs
Marisa B.	Member	Events
James W.	Member	Registration Co-Chair
Kirk H.	Archivist	Website
Chet Wilson	Member	Chair
Ann Pyne	Member	Events
Teresa Blackwell	Member	Programs

For email contacts please visit www.wacypaa.org

Facts, Aims, and Purposes of WACYPAA

WACYPAA was conceived at the 1996 ASCYPAA (Arizona State Conference of Young People in AA), and was later founded in Anaheim, California on September 8th, 1996 at the 39th ICYPAA (International Conference of Young People in Alcoholics Anonymous) in a meeting of AA members from around the region to be served by WACYPAA. At that meeting the region was defined as the states of: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming; as well as Baja California Norte, Baja California Sur, Chihuahua, Durango, Sinaloa, Sonora, and the Canadian Provinces of British Columbia, Yukon Territory, and Alberta. Since that time our region has broadened to include Kansas, Nebraska, North Dakota, Oklahoma, South Dakota and Texas. Each year, the conference must be held within this region.

The purpose of WACYPAA is to build and strengthen unity in Young Peoples Groups in Alcoholics Anonymous in the western area of North America and Hawaii. **The focus is especially to reach those areas which historically had little exposure to such conferences. The WACYPAA Advisory Council and the members of the Conference will encourage the participation from all states, provinces, and countries within the scope of the Conference. All bids will be given equal consideration regardless of size, population, or location.** We recognize that not all AA members will find our conference necessary to their recovery from alcoholism; we seek only to provide it for those who find it desirable.

At the Anaheim meeting, the state of Arizona was tentatively chosen as the site for the first WACYPAA. The Arizona group was to present their bid in February 1997 at the All California Conference of Young People in Alcoholics Anonymous in San Francisco. Seven AA members volunteered to attend and serve as a temporary Advisory Council for the purpose of approving Arizona's bid, or to solicit further bids at a later date if the Arizona bid was not deemed to serve the best interests of the region. Once an initial site is chosen, a bid session will be held annually at each subsequent WACYPAA where a site will be chosen for the next year's conference. Any group of three or more AA members from within the region is welcome and encouraged to bid for a chance to host a WACYPAA in their local area.

Each year, AA conferences provide overwhelming evidence that large numbers of alcoholics are achieving a lasting and comfortable sobriety in Alcoholics Anonymous. These conferences offer an environment for celebration of our sobriety, as well as an opportunity to meet and share experience, strength, and hope with AA members who reside in areas other than their own.

If you have any questions, or comments, write to:

WACYPAA
PO Box 8162
Reno NV 89507

If you would like to host a WACYPAA in your area, the following are a list of bid requirements for committees to present to the WACYPAA Advisory Council, at the next WACYPAA.

- 1) Each bidding committee must have at least three AA members who have been continuously sober for a minimum of one year.
- 2) Bidders must have commitments from at least two appropriate facilities (Hotels, Universities, Convention Centers, Gymnasiums, etc.) so sized as to accommodate the entire conference. Please include proposed dates for the conference and a showing of available meeting space. The cost of the facility must be included. Bidders must provide information regarding housing for attendees, including cost and accessibility to the proposed conference site. If awarded the conference, the host committee agrees to have a signed contract within 45 days.
- 3) Bidders must provide a permanent mailing address for their committee, and if available provide an email address also.
- 4) A letter of assurance from a local AA service body (district, intergroup, etc.) and state YPAA conference Advisory Council, if applicable, that no large scale AA activity will be held in the proposed general service area within a period of 30 days before, and 30 days after the proposed conference dates, is required.
- 5) Please demonstrate how the bid committee has 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).
- 6) Bid committees should be able to demonstrate financial autonomy and responsibility, within the spirit of the 12 Traditions of AA.
- 7) Bidders must show the WACYPAA Advisory Council that they have compiled the necessary research to determine the effects that Federal, State, Provincial, and/or local taxes would have on the proposed conference.
- 8) If awarded the conference, the new host committee must agree that all proceeds, after conference and "core" advisory expenses and donations of up to 25% of the remaining proceeds to AA service bodies in their area, will be turned over to the WACYPAA Advisory Council for their disposition following the conference.
- 9) Bids can take no longer than 20 minutes to present.
- 10) Please draft a statement illustrating the reasons why you wish to host a WACYPAA in your area.
- 11) Demonstrate how the bid committee has outreached the current calendar year WACYPAA conference to other alcoholics in the area in and or surrounding the bid committee's home area.

The WACYPAA Advisory Council suggests that you meet with the Advisory Council member assigned to your area to study the annual AA calendar in Western North America to find a time that will offer the least potential for conflict with other AA functions. Bidders should do the research necessary to determine the months with the least amount of conflict with other AA conferences in their region. All potential bidding cities are encouraged to consider the entire region for the purpose of making realistic preparation for any non-prevalent languages at the conference. We suggest that hotel information is omitted on the proposed registration form, and that only the projected month and year be stated. This is to address the issue of potential host cities not having signed hotel contracts. (Revised 8/20/05)

Suggested Election Format

Moment of Silence.

Go-Around the room and have everyone introduce themselves.

Ask for a motion to adopt third legacy procedure. Discussion.

Ask for a motion to accept proposed position time requirements as decided by committee

Begin elections using third legacy, if above motion passes. (see below)

Elect, in order, these positions: Chair, Secretary, Treasurer, Co-Chair, Hotel/ Facilities, Outreach, Prayer (if you choose to have one), Intergroup, General Service Liaison, and any additional positions your group decides to have voted in using third legacy.

Third Legacy Procedure (taken from AA service manual)

People who wish not to vote should say so before the voting process and will not be counted with the total vote. Abstentions for elections are not included with the entire vote.

- 1) Have everyone in the room say either available or unavailable for the position.
- 2) Ask everyone who said they were available for the position to give a brief service history, including sobriety date, and reason for wanting the position.
- 3) The voting is done by secret ballot; every member can vote for only one candidate.
- 4) The first candidate to receive 2/3 vote is elected.
- 5) After the second ballot (assuming no candidate receives 2/3 vote in the first ballot) any candidate having less than one-fifth of the total vote will be withdrawn automatically, except that the top two candidates must remain. (In case there are ties for second place the top candidate and the tied second place candidates remain.)
- 6) After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the top two candidates must remain. (In case there are ties for second place then the top candidate and the ties for second place remain.)
- 7) A fourth ballot is conducted.
- 8) After the fourth ballot if no candidate has two-thirds of the total vote the chairperson asks for a motion, second, and majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and we go immediately to the hat. (In case there are ties for second place the top candidate and the ties for second place remain.
- 9) If the motion carries, a fifth and final ballot is conducted. If no 2/3 majority occurs at this time, the candidate names will be placed in a hat and the first name drawn is the winner.
- 10) Additions to elections that are not a part of third legacy.

WACYPAA Bid Committee Positions

A TRUSTED SERVANT IS?

The group elects a Trusted Servant. The person acts with the good of group in mind. They are in that position because the group trusts that they will act in the interest of the group. This is not a chore or unwanted duty. If anyone is elected to a position and does not want it please, for the good of the group, decline and give someone who wants the opportunity to be of service to their group.

Chairperson

Maintains order and runs the regular business meetings, delegates responsibility, keeps overall responsibility to group in mind, resolves committee problems as they arise, upholds group conscience and traditions.

Co-Chair

Takes on the duties of the chairperson when the chair is not available. The co-chair helps the overall group by assisting all position holders and committee members.

Secretary

Responsible for taking minutes during business meetings (recording discussion and documenting motions, etc...), furnishing committee phone list, collecting archives and all other assigned duties.

Treasurer

Responsible for the financial aspect of the committee, taking money, making deposits, accurately recording transactions, creating a budget and keeping the group informed of financial status.

Co-Treasurer

The co-treasurer shall, in the absence of the treasurer, accept the full duties of the treasurer; carry out the various duties assigned by the Operating Committee; and be one of the three signatures on all bank accounts.

Hotel / Facilities Chair

Investigates all possible event locations for the conference, entails hotel/venue negotiations, and main meeting sight negotiations (if different from conference site).

General Service Liaison

Keeps activities visible to intergroup/central office, district and area. Attends local assemblies and establishes contacts throughout the area, responsible for obtaining letters of support.

Events Chairperson

Plans and coordinates events throughout the year with the purpose of carrying the message of AA, outreaching WACY PAA and having fun. Some such events are speaker meetings and dances, workshops, campouts, etc... We strongly suggest always including a free of charge speaker meeting with all events to carry the message of AA.

Outreach Chair*

Everybody is a member of the outreach committee. The outreach chair is responsible for informing local and regional AA's about WACYPAA primarily through attending conferences, assemblies, round-ups, other AA meetings and passing out fliers and making announcements.

Prayer Person

Leads group in closing prayer, may find it necessary to pray before a vote or interrupt heated discussion during business meetings for prayer. Is responsible for the overall spiritual welfare of the committee.

Arts & Graphics Chair

Responsible for supplying committee with fliers, provides artwork for logo and merchandise (if the committee chooses to have merchandise).

*Outreach is integral to the success of WACYPAA so it may be beneficial to form a subcommittee to take on this enormous responsibility. It is also suggested that as a part of the bid committee you elect or appoint liaisons to specific communities in your area which are often otherwise overlooked, specifically; **Native American Liaison, Hispanic Liaison, Mexican National Liaison, GLBTQ Liaison and Al-Anon Liaison.**

Suggested Business Meeting Format

- 1) Open meeting with prayer.
- 2) Have someone read WACYPAA Facts, Aims and Purposes.
- 3) Have someone read Twelve Traditions.
- 4) Secretary read minutes from last meeting.
- 5) Vote to accept minutes as read (or make appropriate changes).
- 6) Chair Reports:
 - a. Chair.
 - b. Co-Chair.
 - c. Secretary.
 - d. Treasurer.
 - e. Facilities/Hotel Chair.
 - f. Outreach.
 - g. Events.
 - h. General Service Liaison.
 - i. Arts and Graphics.
 - j. Other Positions
- 7) Old business.
- 8) New business.
- 9) Seventh tradition.
- 10) Announcements.
- 11) Close with prayer.

Suggested Guidelines and Procedures for Bid Committee Treasurer

These guidelines put forth by WACYPAA Advisory Council are based on the experiences we have had serving on a WACYPAA host/bid committee. Every group is autonomous, so please do not regard these as rules. Bid committees can use these guidelines as a basis for how their treasury operates within their respective bid committee. Please feel free to contact Advisory Council with any questions or concerns you may have regarding these guidelines.

General Guidelines for Treasurer

- 1) Treasurer and Co-Treasurer have minimum of 2 years of sobriety, currently employed, have their own bank account, not on chexsystems or similar reporting agencies, and that they are proficient in excel.
- 2) Have more than one signer on the account, for example include the Chair, Treasurer and Co-treasurer as signers
- 3) Require dual signatures on checks, regardless of the amount.
- 4) Have statement's mailed to someone other than the treasurer, i.e. the Chair
- 5) Allow others to view online statements and provide a treasurer's report at every business meeting.
- 6) Debit cards are becoming increasingly more common and they can be useful when having to purchase things for events. However, debit cards make it easier to misuse (either accidental or fraudulent) the account. If the bid committee chooses to utilize debit cards, please take extra cautionary steps when setting up accounts. For example, the debit card can have a \$0 cash withdrawal limit and a smaller purchase limit.
- 7) Keep track of all receipts and reimbursements. Keep all physical copies of receipts.
- 8) When receiving cash keep some sort of note as to how much was received and what it was for. Committees receive money from numerous sources throughout the year and it is helpful to know where the money was from. Here are some situations where you may receive cash:
 - a. Events
 - b. Concessions
 - c. 7th Tradition

Budgeting

- 1) Budgeting is a helpful tool for a bid committee to make sure that not too much money is spent in any one particular area and can be used as a preplanning tool to include in your bid packet
- 2) Budget low and aim high. i.e with events. Expect a lower attendance and high expenses. We are not in the business of making money but events should be self-supporting.
- 3) Provide a budget vs. actual expenses report every couple of months to the bid committee meeting so everyone is aware of the financial status of the bid committee
- 4) Treasurer should request that each sub-committee come up with a proposed budget expense for the year, and it is up to the treasurer to verify that they are within the budget. It is helpful to update the budget often to see where the committee is at financially.
- 5) A budget template follows on page 12. This is just a template; each bid committee's expenses are going to be different depending on the event and expected attendance.

	Budget	Actual
Income:		
Door		
7th Tradition		
Concessions		
Total Income		
Expenses:		
Rent		
Drinks		
Decorations		
Insurance		
Entertainment		
Food		
Equipment		
Literature		
Misc.		
Total Expenses		
Net Profit (Loss)		

Key Points When Approaching Hotels:

- Our hope is to have an event that is diverse, attractive and affordable.
- One of our primary considerations is that our attendees will be coming from around the U.S., Northern Mexico and Canada so the need for a *cost conscious* event is required.

Dates of conference:

Premium dates are usually more expensive. High room blocks are easier to meet on holiday weekends.

Meeting Space

Determine if the hotel has enough meeting space to accommodate all of the conference attendees.

Sliding Scale

A sliding scale is the cost of meeting space dependent on the percentage of room nights filled, i.e. if 100% of room block is met, then meeting space is free; if 90% of room block is met, then meeting space is \$1,000, etc.

Food and Beverage Minimum (F&B)

The lower the food and beverage minimum, the better. Most conferences do a WACYMART, where you can sell coffee, baked goods and other things to meet this minimum. Other hotels allow food sold in the hotel restaurant to count toward the food and beverage minimum.

24 hour pool

Since WACYPAA is in the winter typically a 24-hour pool is not necessary. However, this could be an added bonus if the conference is hosted in a warmer client.

Coffee (12 cups in a gallon)

Coffee is very expensive. Many YPAA conferences cannot afford this expense. If the cost is low it is a great option, but not a deal breaker. Set up a ‘WACYmart’ and people can buy their own, then it goes toward F &B.

Attrition Clause

This is the penalty for not meeting the room block. It usually allows for some attrition before the hotel starts charging for meeting space. However, the closer the cut-off date for making room reservations is to the conference the more likely the room block will be met.

Room Block

There is usually a square diagram in the contract that shows the room requirements for each night. Determine if the room block is cumulative or non-cumulative.

	Thursday	Friday	Saturday	Sunday
Guest Rooms	20	150	150	50

The above example shows that the biggest commitments are Friday and Saturday. The number you see is for number of rooms. 150 rooms will mean (150 x about 4 people in each room = 600 attendees).

Another example,

	Thursday	Friday	Saturday	Sunday
Guest Rooms	150	300	300	75

This one is a little different: $300 \times 4 = 1200$. That means each night, there has to be AT LEAST 1200 attendees.

Another thing you want to look for is high numbers on random nights that we may not have a lot of attendees.

Room Nights

Synonymous with room block except you add up all of the nights so Thursday + Friday + Saturday + Sunday will give you the total. This is the total number that has to be met, or a percentage thereof, to work with any attrition clause, free meeting space, etc.

AV Costs

Determine the AV costs of the hotel and if you need to hire an outside company. Determine your needs: usually microphones, speakers, amps, projectors, recordings etc.

Set-up and clean-up fees

Often put in after the contract is 'officially' being worked on. Determine if the hotel charges separately for changing rooms around.

Tables and chairs

Sometimes these cost money – something to ask about/look out for.

Master Account

Many times a contract gives a credit for every room night booked. This money goes in the master account, as well as any deposits made by the host. Master accounts are used to pay damages at the end.

Deposits

Many hotels require advanced deposits. Determine the schedule and amounts to budget appropriately.

Room Rate Extension:

Ideally, the discounted rate should be available for conference attendees at least three days before and three days after the conference for people who want to arrive early or stay late. In addition, these extended room nights should count toward the total room block.

Merchandise:

Determine if the hotel allows the sale of merchandise on hotel property or if there is an additional cost to sell merchandise.

Security:

Determine if the hotel requires professional security services. This could be an added cost to the conference.

Extras:

- Complimentary room per 40-50 rooms sold
- Free Coffee
- Free meeting space
- Designated smoking lounge area
- Water stations in all meeting rooms
- See previous hotel contracts posted on www.wacypaa.org

Tentative Schedule/Space Needed:

General - Weekend:

- 24hr. Marathon Meetings starting @ 2PM Friday until Sunday morning 8:00AM
- Bilingual forum: English/Spanish Alternating

Friday:

- Friday night opening meeting (ballroom): 8:00-10:00PM
- Dance or dances (ballroom): 10:30 - 1:00 or 2:00AM
- Secure a room for Advisory Council meetings

Saturday:

- Specialized meeting rooms for panels and workshop: 10:00am until 5:30pm
- As many rooms as you think are needed - Seating 30-50 people
 - (Shoot high; you may negotiate down later if required)
- 1 large meeting room for bidding session 8:00am - 2:00pm
- Possible off site activity
- Main Meeting Starting @ 7:00pm
- Possible Banquet Dinner - **DO NOT OFFER THIS IN INITIAL NEGOTIATION** - Use it as leverage if required (cost depending on current economy)
- Opening Meeting ceremonies @ 8:00pm (countdown, role call) AA meeting 7:30pm-10/10:30pm (depends on announcements) Dance or dances to follow 10:30pm-1:00 or 2:00am

Sunday:

- Closing meeting 10:00am-12:00pm

	City	Dates Held	Room Block	Room Pick-up	Room rate per night	Food & Bev	Total Reg	Total Pre-Reg	AV
I: 1997-98	Scottsdale, AZ	12/31-01/02	160	270	\$79	?	500-700	143	?
II: 1998-99	Portland, OR	12/31-01/02	180	450	\$79	\$13,800	1100	?	?
III: 1999	Salt Lake City, UT	11/26-11/28	150	214	\$89	?	974	351	?
IV: 2000-01	San Francisco, CA	12/29-01/01	300	952	\$89	#####	?	313	?
V: 2001-02	Denver, CO	12/28-01/01	200	?	\$69	?	1050	300	?
VI: 2002	Billings, MT	09/01	250	?	\$69	?	500	?	?
VII: 2003	San Diego, CA	11/21-11/23	426	496	?	?	?	451	?
VIII: 2004-05	San Carlos, Mexico	12/30-01/02	?	?	\$62	?	500	500	?
IX: 2005-06	Vancouver BC	12/29-01/01	?	?	\$109	?	?	240	?
X: 2006-07	Seattle, WA	12/29-01/01	?	689	\$99	?	?	200	?
IX: 2008	Boise, ID	01/18-01/20	230	?	\$89	?	620	400	?
XII: 2008-09	Reno, NV	12/31-01/02	310	560	\$99	\$14,000	1540	500	\$4,500
XIII: 2009-10	Eugene, OR	12/31-01/03	350	?	\$89	\$4,500	1400	300	\$4,255
XIV: 2010	Yosemite, CA	12/09-12/12	472	?	\$59	?	900	500	?
XV: 2012	Las Vegas, NV	01/26-01/29	375	?	\$79	?	1800	700	?
XVI: 2013	Tucson, AZ	01/03-01/06	381	0	\$109	6,000	1400	700	0
XVII: 2014	Denver, CO	01/02-01/05	300	386	\$95	0	1150	450	\$4,250
XVIII: 2014	Hawaii	12/19-12/22	300	500	\$150	0	600	460	\$822.41
XIX: 2015	Portland, OR	12/17-12/20	400	707	\$109	\$5,000	1200	700	\$16,000

WACYMart Revenue: \$6,800; Vending Machine Revenue: \$3,000; Coffee/ Sunday Breakfast: \$4,000

WACYMart Revenue: \$5,324.05; 24-hour Deli Revenue: \$12,442

New Year's Eve Banquet Revenue: \$14,000

Plus \$3,125 for bunch

Sample Hotel Contracts

Please ask an advisory council member to send you example of hotel contracts!