

**PENNSCYPAA Advisory**  
**1/19/25**  
**Zoom: 424 659 3182 (pw: YPAA)**

**Attendance:**

**Chairperson:** Peter B (Chester County - Chairperson), **Co-Chairperson:** Steve M (Lancaster - Program Chair), **Treasurer:** Kelsey H (Chester County - Outreach Chair), **Secretary:** David H (Bucks County - Treasurer), **Assistant Secretary:** Brian A (Montgomery County - Secretary), **Archivist:** Gary C (Williamsport - Program Chair), **Outreach Chair:** Nora J (Bucks County - Chairperson), **Chester County Liaison:** Jaimie H (Chester County - Program Chair), **Delaware County Liaison:** Mike F (Montgomery County - Treasurer), **Lehigh Valley Liaison (Alternate):** Jim B (Montgomery County - Service Co-Chair), **Philadelphia Liaison (Alternate):** Lindsey S (Bucks County - Service Chair), **Pittsburgh Liaison (Alternate):** Aaron M (Montgomery County - Co-Chairperson), **York Liaison:** Anna A (Williamsport - Activities Chair), **Members At Large:** Corey W (Chester County - Co-Registration), Kim P (Chester County - Site Chair), **Alternates:** Lar S (Williamsport - Treasurer), Barb K (Bucks County - Secretary)

A Quorum was established.

The meeting was called to order at 10:02 AM by Chairperson, Peter B.

Serenity Prayer by Chairperson, Peter B.

Roll call by Chairperson, Peter B.

**Chairperson's Report**

- Have been in communication with Host. They will give a report today.
- Recently touched base with the Pittsburgh Bid. They have not held any events yet due to difficulties finding suitable locations.

**Co-Chairperson's Report**

- Switched over the bank account.
- Attended several Host and Bid committee events.

**Treasurer's Report**

- Financial Report:
  - Starting Balance (8/25/24): \$12,535.46
  - Income: \$4,300.00 (60% of net income from Montgomery County Host)
  - Expenses: \$192.66
    - \$23.17 (GoDaddy annual website hosting)
    - \$169.49 (Zoom annual license)
  - Ending Balance (1/19/25): \$16,642.82
- Finished a document regarding answers to questions about incorporation and taxes. Includes information from the past 5 Host Committees about how they have handled these decisions.

- **Motion to Approve the Treasurer's Report** (Steve M / Brian A)

Simple majority required.

All in favor (by show of hands) / 0 opposed. Motion carries.

### **Secretary's Report (No report)**

### **Webmaster's Report (Absent, reported by Chairperson)**

- Website updates include: current list of Advisory members, Host and Bid committee emails, links for other YPAA conference websites, What is PENNSCYPAA pamphlet.
- Looked into the security issue that says that the website is an unsecured connection. It appears that the solution would be to purchase an SSL certificate which would cost \$84 per year. Adding to New Business.

### **Archivist's Report**

- Received the Archives.

### **Outreach Chair's Report**

- Assisted Host with outreaching at ESCYPAA, NECYPAA, and 2 YPAA meetings in Charlotte, NC.
- The Advisory Q&A with the Bid committees is coming up on January 26th at 6:00 PM. All Advisory members are requested to attend and participate. If there are not many questions from Bid committees, Advisors will give presentations on Bid Requirements.
- Looking at opportunities to outreach to Erie, PA with the Host committee. There is also a BUFFYPAA committee which is for Buffalo, NY. Have been in contact with them about potentially co-hosting a workshop with the Erie District or Intergroup.
- Tried to reach out to the Pittsburgh Bid committee.
- Attended the YPAA meeting that was started in Reading.

### **Chester County Liaison's Report**

- Recently held a fellowship event.
- Attracting new members.
- The next event is the 9th Annual Spaghetti and Speaker Dinner (see Upcoming Dates for full details).
- Planning a Bingo event for March.

### **Delaware County Liaison's Report**

- All business meetings have been in person. Attended the last meeting.
- The next event is Spajeopardy (see Upcoming Dates for full details).
- Planning a Comedy Night for March or April.

### **Lehigh Valley Liaison's Report**

- Business meetings are running well.
- The next event is the Souperbowl Party (see Upcoming Dates for full details).
- Had some issues with flyers and locations of events.

### **Philadelphia Liaison's Report**

- Have been having regularly held business meetings.
- The last event was a co-hosted NYE Party with the Liberty Bid for EACYPAA and the Philadelphia Bid for ICYPAA.

**Pittsburgh Liaison's Report (Liaison position vacant)**

**York Liaison's Report**

- The committee has been helping with a lot of outreach for the Host committee.
- Co-hosted a Halloween event with the Host committee and the Liberty Bid for EACYPAA.
- The next event is a Superbowl Party (see Upcoming Dates for full details).
- Meetings are being held at the JFT Center.
- Unity is phenomenal.

**Old Business (None)**

**New Business**

**Open Discussion Regarding:** Request for the Advisory Council to consider moving a portion of its prudent reserve to an interest-bearing account.

**Discussion:**

- I believe that the type of account is called a Business Money Market Account and would have about 3% interest. We would be able to access money whenever, but would only be able to remove money from it once per quarter. I would suggest placing \$10,000 into an interest bearing account like this.
- No clear issues with Traditions and Concepts.
- There is some precedence for this with how the General Service Board operates with investments, however, they are a multi-million dollar corporation with employees that have pensions, benefits, etc.
- Could set the bar too high for future Treasurers by requiring them to have a higher level of financial knowledge and skills.
- There could be unintended consequences that would threaten our tax status.
- Curious about whether other conferences utilize similar investment tools.
- Treasurer to do some research and come back with a report at the next meeting.

**Motion:** (Brought before the Council by the Financial Support Ad-Hoc Subcommittee) The Financial Support Ad-Hoc Subcommittee recommends that the Advisory Council create a Bylaws Chair as a standing position.

**Discussion:**

- No discussion.

Simple majority required.  
7 in favor / 0 opposed. Motion carries.

**Motion:** (Brought before the Council by the Financial Support Ad-Hoc Subcommittee) The Financial Support Ad-Hoc Subcommittee recommends that the Advisory Council adopt the

following policy regarding emergency Council meetings. This is proposed to be added to section 2.1 of the Council's Bylaws: "In the event that a motion needs to be considered by the Advisory Council outside of the regularly scheduled meetings due to the time sensitive nature of the motion, the Chairperson may call for an emergency meeting. The Chairperson shall be responsible for notifying each other member of Advisory individually. An emergency meeting must meet the minimum quorum requirement."

**Discussion:**

- There may be times where Advisory needs to make financial decisions between the 3rd Quarterly meeting and the conference that would require a meeting. Not handled under current Bylaws about how to call an emergency meeting.
- Who determines what constitutes "an emergency"? Things move slowly in AA and often require ideas to be well considered in advance. Would this cause an unnecessary number of meetings to be called?
- Can we currently vote outside of the quarterly meetings?
  - Nothing that says that we can't.
  - Nothing that says that we can.
  - How would we decide to vote outside of a business meeting if we are not making that decision in a business meeting where we have received a quorum and a vote?

Simple majority required.  
8 in favor / 2 opposed. Motion carries.

**Minority Opinion:**

- What constitutes an emergency? There's nothing in there that says this. Could foresee this causing issues.
- This is further complicating something that doesn't need to be complicated. Worried about unintended consequences of changing the Bylaws without a clear need.

**Motion:** (Brought before the Council by the Financial Support Ad-Hoc Subcommittee) The Financial Support Ad-Hoc Subcommittee recommends that the Advisory Council adopt the following amendment to section 5.5 of the Council's Bylaws:

Current Section 5.5: "The Council shall endeavor to maintain a prudent reserve for the **conference support** if necessary. It is so designated that \$15,000 be maintained as a prudent reserve. The conference and reserved funds are arbitrary figures based on current economic conditions and can be altered by a simple majority vote.

Proposed Section 5.5: "The Council shall endeavor to maintain a prudent reserve for the **support of the conference by the Advisory Council and/or the Host Committee** if necessary. It is so designated that \$15,000 be maintained as a prudent reserve. The conference and reserved funds are arbitrary figures based on current economic conditions and can be altered by a simple majority vote."

**Discussion:**

- What is the difference between the two? Is this necessary?
- Prudent reserve is not just to support the conference, but to support the Host Committee as well and the Advisory Council.

- Supporting the Host Committee should already fall under the umbrella of “supporting the conference”.
- Every year, we have the Host Committee sign a Release of Liability form that separates us from them. This would potentially attach us to them. Could this cause a legal issue? We need to figure out who we are in relation to the Host Committee. Are we PENNSCYPAA? Are we an arm of the Host Committee? Are we a separate entity?
- The way that we got to such a large prudent reserve and the understanding (although not explicitly stated in the Bylaws) was for the purpose of the Advisory Council hosting PENNSCYPAA in the event of no viable Bid Committees. Since “conference support” was originally meant to host the conference, it is not clear that it could be used to support the Advisory Council or the Host Committee if a financial need was encountered. This would clarify the intention of the prudent reserve.
- The connection between the Advisory Council and the Host Committee is becoming closer and I’m not sure that that is a good idea.

Simple majority required.  
3 in favor / 8 opposed. Motion fails.

**Motion:** (David H / Steve M) Contribute \$1,642.80 to service entities serving the Montgomery County area, sending 50% of that to the intergroup SEPIA and the other 50% split evenly between each of the Districts that serve Montgomery County.

**Discussion:**

- Good idea to do splits with excess funds and to give to those areas where the funds came from.
- 7th Tradition states that we should not hold on to excess funds that have “no stated A.A. purpose”. Prudent reserves cover between 3 and 12 months of expenses such as rent, supplies, services, outreach materials, etc.
- Are the Montgomery County Districts in need of money?
  - If the Districts don’t need the money, they can continue to contribute it further down the chain to the Area or the General Service Board.
- If we wanted to have money set aside for a “stated A.A. purpose”, we could establish an “operating fund” of about \$350 which would cover 100% of our current annual expenses.
- Outreach materials have not been purchased in a long time.
  - The prudent reserve could be used to purchase outreach materials and then be brought back to full reserves after the next conference.

**Motion to Amend:** (David H / Nora J) ***Establish an operating fund in the amount of \$350.00 and*** contribute ***\$1,292.80*** to service entities serving the Montgomery County area, sending 50% of that to the intergroup SEPIA and the other 50% split evenly between each of the Districts that serve Montgomery County.

**Discussion:**

- Should be higher in case we wanted to host events.
- Could be too close to the actual expenses.
- What do we currently spend?
  - \$350.00 based on:
    - Rent for 3 quarterly meetings at approximately \$50 each.

- Zoom Annual License at \$169.49.
    - GoDaddy Annual Website Hosting at \$23.17.
  - 12 months is usually maximum for reserve funds. Should be closer to 12 months since we don't have ongoing monthly income and receive large contributions once per year.
- Nothing wrong with dipping into the prudent reserve and being brought back up to full reserves by the next conference.
- Why isn't the \$1,000 seed money included in the operating fund?
  - Depends on how you look at the seed money. Since we give \$1,000 each year to the new committee and receive \$1,000 each year from the previous committee, it breaks even.
- Haven't had flyers printed in a very long time. How are we supposed to outreach without flyers? We should consider some amount for outreach purposes to be included.

Simple majority required.  
9 in favor / 2 opposed. Motion carries.

**Minority Opinion:**

- Should look further into the amount.

**Amended Motion:** Establish an operating fund in the amount of \$350.00 and contribute \$1,292.80 to service entities serving the Montgomery County area, sending 50% of that to the intergroup SEPIA and the other 50% split evenly between each of the Districts that serve Montgomery County.

**Discussion:**

- Creating an operating fund would necessitate a change to the Bylaws which would require a 30 days notice to the Council.

**Motion to Amend:** (David H / Steve M) ~~Establish an operating fund in the amount of \$350.00 and~~ contribute \$1,292.80 to service entities serving the Montgomery County area, sending 50% of that to the intergroup SEPIA and the other 50% split evenly between each of the Districts that serve Montgomery County.

**Discussion:**

- No discussion.

Simple majority required.  
9 in favor / 1 opposed. Motion carries.

**Amended Motion:** Contribute \$1,292.80 to service entities serving the Montgomery County area, sending 50% of that to the intergroup SEPIA and the other 50% split evenly between each of the Districts that serve Montgomery County.

**Discussion:**

- No discussion.

Simple majority required.  
11 in favor / 1 opposed. Motion carries.

**Minority Opinion:**

- Not opposed to contributing, but we should better consider the amount of expenses that we need.

**Motion to Reconsider** (Nora J / Brian A)

Simple majority required.  
3 in favor / 6 opposed. Motion fails.

**Election for the position of Pittsburgh Liaison:** Aaron M standing

Substantial unanimity required.  
12 in favor / 0 opposed. Motion carries.

**New Business (Postponed until the next meeting)**

- Should the Advisory Council purchase an SSL Certificate for the website at the cost of \$84 per year in order to remove the unsecured website notification that visitors may encounter.
- Vote on the continued membership of Steph S as a member of the Advisory Council due to 2 absences in one year as per the Bylaws.

**Next Meeting**

**Check-In Meeting:** Peter B to put a poll in GroupMe to determine the best date.

**Quarterly Meeting:** Sunday, March 30th at 10:00 AM with Host to join at 12:00 PM (Sunday, March 23rd as a backup date in case the Host committee or the hotel is not available on March 30th for the walkthrough.)

**Upcoming Dates**

- 1/25/25 @ 5:00 PM - Chili & Comedy Night (Harrisburg Host)
  - St. Paul Lutheran Church, 530 Bridge St, New Cumberland, PA 17070
- 1/26/25 @ 6:30 PM - Bidding for PENNSCYPAA (PENNSCYPAA Advisory)
  - Zoom ID: 424 659 3182 PW: YPAA
- 2/1/25 @ 5:00 PM - Souperbowl Party (Lehigh Valley Bid)
  - Star of Bethlehem Church, 514 3rd Ave, Bethlehem, PA 18018
- 2/1/25 @ 6:30 PM - 9th Annual Spaghetti & Speaker Dinner (Chester County Bid)
  - St. Peter Roman Catholic Church, 2835 Manor Road, Coatesville, PA 19320
- 2/8/25 @ 6:00 PM - Spajeopardy (Delaware County Bid)
  - St. Marks Lutheran Church, 436 N Oaks Ave, Clifton Heights, PA 19018
- 2/9/25 @ 4:30 PM - Superbowl Party (York Bid)
  - JFT, 1337 E Market Street, York, PA 17403
- 2/15/25 @ 9:00 AM - Pancake Breakfast (Harrisburg Host)
  - 442 Hummel Ave, Lemoyne, PA 17043
- 6/20/24-6/22/24 - PENNSCYPAA XXXVI (Harrisburg Host)
  - Penn Harris Hotel, 1150 Camp Hill Bypass, Camp Hill, PA 17011

Motion to Adjourn passed by affirmation of hands.  
Closed with Responsibility Statement by Chairperson, Peter B.  
The meeting was adjourned at 11:53 AM.

**Respectfully submitted by:**  
**David H**