Pennscypaa Advisory Meeting, Jan. 27, 2019

Giant Grocery Store, Trindle Rd, Camp Hill PA

10:13

Sean, Josh, Jesse, Tara, Jon, Russell, Kristi, Andy, Paul, Sara, Elizabeth, Melissa

Minutes read from October

Reports:

Chair - Sean (for Elise) – ChesCo doing great, 1st & 3rd Sundays on month are their business meeting. They are working on date for us to meet with them to do a walkthrough at conference location (West Chester U). Over 300 pre-registrations already. A little behind on where they thought they’d be with money raised, but not worried.

Treasurer – Jon – (see attach) Bylaws recommend 2 or 3 advisors be on bank account. We should look into squaring that up, possibly at this years’ Pennscypaa. There was lots of discussion on how to take people off and put on Wells Fargo Acct. Looking into all-electronic banking (allied, venmo, etc) for future options.

Web – Jill – no report

Outreach – Sara – printed conference pamphlets. Planning on going to different gsr’s and intergroup reps with Kelsey (from chesco) to outreach Pennscypaa about a month before the conference. No one’s going to notice the missing numeral “5”, shhhhh.

Archivist – Andy – Archives are in my house now. (sad face). More discussion on digitizing/photo database of archives. To be discussed further.

Paul reports no ones comes to him for help/needs. He’s there for any and all who would want/need.

Liaison reports:

Kristi – Wilkes-Barre – she reached out to them. They responded Wilkes-Barre bid disbanded for now.

Josh – Williamsport - small bid group. Having an event on 2/1/19. Spaghetti dinner 8-11

 Tara - Lancaster- putting events together. Website is up and running as well as new merchandise. They are working on info for a second hotel contract option. They need guidance on hotel contracts. They are already working on bid books.

Elizabeth - Bucks County- they reach out for penncypaa and icypaa which can be confusing. All finances are separated though. Been helping with the need statement.

Kristi stepped down from Wilkes-Barre liaison since there’s no more WB Bid.

York - Katie Henichle to be reached out to.

New business

Sean - Incorporated or not? - Spoke to past advisors and insurance guy. Talked about a layer of release of liability signed to ensure the advisors had no responsibility. The host would have to have event insurance for the weekend.

Directors and Officers Coverage would cover the advisors as a separate policy. All policy members would have to sign the paper every year. Not deciding today just gather the information rather than just continuing to talk about it.

Kristi - What about a clause at the registration. Or sign a clause at the time of the conference.

John- lets be proactive about this. Likes the idea.

Russell- would we need to run an event to cover to cost. Wouldn’t it be better to use the money we have to ensure that Pennscypaa is able to happen?

What if the group would not get the insurance? A conversation would need to happen at the first meeting in October.

Motion: We as advisors buy the directors and officers contingent on feasibility of financial funds. Seconded by john. All unanimous – motion passed.

John – Motion - Draft release of liability for the advisory. Mandate that is be signed. And encourage current host committee to get event insurance themselves. Second

 Russell- Feels that it should be inside the bid packet. Sara - thinks that it should continue as a suggestion for the bid so that they are prepared as a host. Paul - agrees with Russell doesn’t realize he is saying what Russell had said. But also feels that it’s not out of the range for the financials. It also could add a position on the committee for service. Jon - They are autonomous and they should be able to make their own decisions. Sean – We have done our part by informing them and then leave it to the host committee as it is our role to advise and not tell them what to do.

Amendment to motion - Draft a release of liability for advisers stating it is mandatory for the host committee to sign by the walkthrough. And encourage them to get their own event insurance for the conference by the walkthrough for this year. Next, and thereafter years, would be the first advisory meeting in October. Second

All unanimous - motion passed.

Liaison description discussion

Do any of the other descriptions have “must”? That should be a suggested rather than a must. Shall=must or should=suggested. Shall would be a soft must. Liaison shall be responsible for…xyz. Where is the line and parameter of what the reasonability’s are. If they are not doing their job, then they can just be voted out, Advisory is autonomous to make those decisions and doesn’t need the “must” to be added in. The point is we didn’t have one (bid liaisons) and now we could. Just general ideas. Just want to inform on a general description of what the suggestions are for the position. Trying to ensure that there is something for the future advisors. Table the liaison description till next meeting. Sara will revise and send email out.

Kristi to be the York Bid liaison now. All in agreeance with her to do so.

Financials with Chester county - bring up about money. Money is lower than, Discussion about what they are doing with their money. Wrote 10k check for deposit. They have a remaining balance of $5877.36.

Motion to adjourn – Seconded, Adjourned at 11:42am.