

PENNSCYPAA Advisory
3/2/24
Eastern University
1300 Eagle Road
St Davids, PA 19087
Zoom: 871 1461 5073 (pw: 870623)

Attendance:

Chairperson: Tara C (Cumberland Valley - Chairperson), **Treasurer:** Kelsey H (Chester County - Outreach Chair), **Secretary:** David H (Bucks County - Treasurer), **Archivist:** Steve M (Lancaster - Program Chair), **Outreach Chair:** Nora J (Bucks County - Chairperson), **Outreach Co-Chair:** Lindsey S (Bucks County - Service Chair), **Chester County Liaison:** Jaimie H (Chester County - Program Chair), **Harrisburg Liaison:** Anna A (Williamsport - Activities Chair), **York Liaison:** Lar S (Williamsport - Treasurer), **Lehigh Valley Liaison:** Lindsay E (Bucks County - Events Chair), **Members At Large:** Corey W (Chester County - Co-Registration), Kim W (Williamsport - Events Chair), **Alternates:** Barb K (Bucks County - Secretary)

A Quorum was established.

The meeting was called to order at 4:28 PM by Chairperson, Tara C.

Serenity Prayer by Chairperson, Tara C.

Roll call by Chairperson, Tara C.

Minutes passed by show of hands

Chairperson's Report

- March 10th is the next Host committee meeting and they will vote on whether to have the attendee survey included in the app.
- Host Merch Chair had created a shirt with a member's face on it. Advised not to print due to anonymity issues.
- Worked with the Survey Subcommittee to create a bid rubric survey and sent to all Advisors to review for feedback.

Co-Chairperson's Report (Absent)

Treasurer's Report

- The balance in the Wells Fargo account has been transferred in full to the PNC account and has been closed.
- Zoom payment method has been updated.
- Total Income (since January 2024): \$0.00.
- Total Expenses (since January 2024): \$0.00.
- Total Balance: \$12,535.46.
 - PNC Balance: \$12,535.46.
 - Wells Fargo Balance: \$0.00. (Closed)

Secretary's Report

- Set up Brevo account for email database and advertising campaigns for the Host committee and provided access information to the Host Chairperson.

Webmaster's Report (Absent)

Archivist's Report

- Obtaining archives materials today from past Archivist, Jaimie H.

Outreach Chair's Report

- Attended NERAASA and spoke with several members interested in PENNSCYPAA:
 - Blair County - Potential outreach event
 - NEPA Intergroup - Potential workshop
 - Berks County - Potential bid committee
- Have been in touch with the Pittsburgh bid committee and would like to see up an outreach trip out there.

Chester County Liaison's Report

- Bingo event coming up in April (See Upcoming Events).
- The committee is welcoming newcomers and getting them involved.
- Unfortunately, one or two members of the committee relapsed and they are working on filling vacant positions.

Harrisburg Liaison's Report

- Just received site contracts for early review today.
- Will attend a committee inventory next Saturday led by Rhianna OS.
- Planning several events prior to PENNSCYPAA.
- Vacant positions being filled today with elections.

Delaware County Liaison's Report (Absent, reported by Lehigh Valley Liaison)

- Had a lull in activity, but is now beginning to plan events again.

Pittsburgh Liaison's Report (Absent, reported by Outreach Chair)

- They have had some committee turnover and are working on rebuilding as a bid committee.

York Liaison's Report (Absent, reported by Williamsport Liaison)

- Egg Hunt and Brunch event coming up on March 30th (See Upcoming Events).

Lehigh Valley Liaison's Report

- A new committee Chairperson has been elected.
- Committee meetings have been switched to Sundays after a regularly held 12:30 PM meeting.

- Last months AA meeting that is held before the committee meeting had a newcomer in attendance who stuck around for the bid meeting. That member is now super excited about YPAA and recently attended NERAASA.
- Planning potential event to be held on April 13th.
- Planning outreach event in Scranton for some time in May.
- Haven't started working on the bid book or obtaining hotel contracts yet. Encouraging them to put in a full or token bid since working on those bid suggestions will help them be better prepared to bid in 2025.
- Distributed bid rubrics to the committee and explained the process.

Ad Hoc Bid Survey Subcommittee Report

- Explored ways to strengthen participating in the survey such as:
 - Printing paper survey for attendees to fill out on site.
 - Tara reached out to the Host committee and requested that the survey be added to the app and potentially to the scripts for the main meetings. They will be discussing and voting on this at their next meeting.
- Reworked some of the questions in the Bid Rubric Survey such as "Do you know who your committees liaison on Advisory was?"
- Next Survey Subcommittee meeting will be held on March 20th.
- There are two surveys being used. One for attendees, and one for bid committees.

Old Business

Motion: (David H / Kim W) Allow Host committees to request up to 80% of the Advisory prudent reserve with the intention that it would be returned after the conference (replacing \$1,000 seed money).

Discussion:

- Hotels are not as willing to negotiate as they were pre-pandemic which caused the hotel for last year to not allow direct billing or any other form of payment that would be acceptable post conference but instead required payment for conference space and food and beverage to be paid in full 10 days prior to arrival. This is likely to be a trend that other committees will encounter. \$1,000 seed money is negligible in this day and age. Allowing Host committees to request up to 80% of Advisory's prudent reserve will allow Host committees to be financially prudent by budgeting to repay any requested funds without needing to overcharge attendees and turn a larger than necessary profit in order to have enough money prior to arrival.
- The purpose of the prudent reserve is that it is available in the event that the Advisory Council would need to host the conference again some day.
- Under the current practices a Host committee can already request additional seed money if needed. Allowing up to 80% without oversight could lead to Host committees recklessly spending with no regard to being able to pay it back.
- Advisory bylaws state that the Host committee is financially responsible. The Advisory Council does not bring in any money separately from what is contributed by Host committees that have a surplus of money after hosting the conference.

- Could see future Host committees encountering similar issues with hotels. 80% seems like a lot of money. Current practices already allow a Host committee to request additional seed money.
- Perhaps the current amount of seed money can be increased or there can be 2 rounds of seed money provided to the Host committee.
- Afraid of what would happen if a Host committee requested a large amount of seed money and was not able to pay it back.
- Some members of Advisory may be more vocal about having oversight of Host spending if they were to request additional seed money under the current practices.
- Perhaps increased the amount of seed money and add verbiage to the bylaws that would allow for a percentage that could be requested by the Host committee.
- Advisory's prudent reserve serves the purpose of keeping the conference alive and healthy.
- Suggest rewording the motion and tabling.

Motion to Table: (Nora J / Anna A)

Simple majority required.

8 in favor / 0 opposed. Motion carries.

New Business

Open Discussion: Bid Rubric Survey

- Sent out the Bid Rubric Survey to the Advisory Council for review and feedback but will resend it to make it more clear.

Open Discussion: Bid Rubric Usage

- Bid Rubrics can be filled out in advance of the conference since formal bids are required to submit their final bid books at least 7 days prior to the conference.
- Tara will bring printed copies for Advisors that do not fill them out ahead of time, or for Token Bids that submit bid books at the conference rather than 7 days prior to the conference.

Motion: (Nora J / David H) Approve spending for the Chairperson to print bid rubrics.

Discussion: None

Simple majority required.

8 in favor / 0 opposed. Motion carries.

Open Discussion: Advisory Reports

- Request all Advisory members to submit written reports to the Chairperson at least 7 days prior to the conference.
- Request all Advisory members to give a verbal report at the conference before the Q&A and Bid Sessions.

Open Discussion: Participation of Alternate Advisory members

- Alternate members have a voice at Advisory meetings, however, they do not have a vote.

Open Discussion: Advisory schedule during the conference

- Advisory Quarterly Meeting typically held around 4:00 PM or 5:00 PM on Friday.
- Bid Sessions typically held around 8:00 AM or 9:00 AM on Saturday beginning with Advisory Reports and Q&A.
- Each Bid committee typically has about 15-20 minutes to present their bid and answer Advisory questions depending on how many Bid committees are present.
- Advisory typically gets lunch together after the Bid Sessions and then begins the Site Selection Deliberations after lunch. Site Selection Deliberations are usually finished by about 3:00 PM, but have gone until about 4:30 PM on some occasions.
- After the main meeting on Saturday night, the Advisory Council meets with each committee in the following order: new Host committee, remaining Bid committees, current Host.

Motion: (Anna A / Nora J) Allow the Advisory's Zoom account to be used for the Eastern Area YPAA Summit.

Discussion: None

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

Upcoming Dates

- 3/6/24 @ 6:00 PM - Concepts & Traditions Study (Harrisburg Bid)
 - First Christian Church, 442 Hummel Ave, Lemoyne, PA 17043
- 3/16/24 @ 5:30 PM - Spaghetti Dinner (Montgomery County Host)
 - 3031 Walton Road, Building 1, Plymouth Meeting, PA 19462
- 3/16/24 @ 7:00 PM - Kiss Me I'm Sober Dance/Rave (Delaware County Bid)
 - Holmes Presbyterian Church, 375 Holmes Rd, Holmes, PA 19043
- 3/23/24 @ 5:00 PM - Chili and Comedy (Harrisburg Bid)
 - St Paul Evangelical Lutheran Church, 530 Bridge St, New Cumberland, PA 17070
- 3/30/24 @ 10:00 AM - Egg Hunt and Brunch (York Bid)
 - Farquhar Park, 401 N Penn St, York, PA 17401
- 4/1/24 - Deadline for early submission of Bid Books (60 days prior to the conference).
- 4/20/24 @ 11:30 AM - Bingo! (Chester County Bid)
 - Advent Lutheran Church, 1601 Green Lane, West Chester, PA 19382
- 5/24/24 - Deadline for final submission of Bid Books (7 days prior to the conference).
- 5/31/24-6/2/24 - PENNSCYPAA XXXV (Montgomery County).
 - Eastern University, 1300 Eagle Road, St. Davids, PA 19087.

Motion to Adjourn passed by affirmation of hands.
Closed with Responsibility Statement by Chairperson, Tara C.
The meeting was adjourned at 5:48 PM.

Respectfully submitted by:
David H