

**PENNSCYPAA Advisory**  
**1/14/24**  
**Zoom: 863 1912 1503 (pw: 545331)**

**Attendance:**

**Chairperson:** Tara C, **Co-Chairperson:** Peter B, **Treasurer:** Kelsey H, **Secretary:** David H, **Webmaster:** Jesse M, **Archivist:** Steve M, **Outreach Chair:** Nora J, **Outreach Co-Chair:** Lindsey S (Alternate), **Chester County Liaison:** Jaimie H, **Harrisburg Liaison:** Anna A, **Delaware County Liaison:** Kim P, **Pittsburgh Liaison:** Gary C, **York Liaison:** Lar S (Alternate), **Lehigh Valley Liaison:** Lindsay E, **Members At Large:** Steph S, Kim W

A Quorum was established.

The meeting was called to order at 10:03 AM 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**

- Host Committee Report:
  - Co-hosted NYE event with NJYPAA.
  - Signed the contract with Eastern University.
  - Room & Board Chair working to have a link up within the next two weeks for room reservations.
  - Researching event insurance.
  - Currently over 200 pre-registrations.
  - Next event is Bingo and Bites Part II on Saturday, February 3rd.
  - Concerns about Advisory's lack of attendance at events.
- Met with Treasurer, Kelsey H. and got added to the bank account.

**Co-Chairperson's Report**

- Received documents from Treasurer, Kelsey H. to sign to be added to the bank account.

**Treasurer's Report**

- In the process of getting added to both bank accounts (PNC and Wells Fargo).
- Transferring the full balance of the Wells Fargo account to the PNC bank account since Wells Fargo is not easy to access throughout PA. Will close out the Wells Fargo account once the transfer has been completed.
- Total Income (since July 2023): \$0.00.
- Total Expenses (since July 2023): \$1,169.49.
  - Seed Money: \$1,000.00.
  - Zoom: \$169.49.
- Total Balance: \$12,535.46.
  - PNC Balance: \$7,393.78.
  - Wells Fargo Balance: \$5,141.68

- Seed money has been sent to the Host Committee.
- Zoom annual cost recently paid. Will be reaching out to David H. and/or Peter B. about gaining access to the Zoom account in order to update payment information.
- Chandler M. has been removed from the bank account.
- The business credit card is not able to be in the name of “PENNSCYPAA Advisory”, therefore, it has been put in Kelsey H.’s name instead.

### **Secretary’s Report**

- Compiled a committee roster.
- Researched 10 popular email communication platforms and compared pricing and plan options. Determined Brevo to be the best option due to unlimited contacts with up to 300 emails per day for free accounts.

### **Webmaster’s Report**

- The website was updated in November to reflect new Advisory Council positions as well as to add information about the Montgomery County Host Committee to the homepage.
- Seeking contact information for Bid Committees as well as event information so that these can be added to the website.

### **Archivist’s Report**

- Working on obtaining archives materials from past Archivist, Jaimie H.

### **Outreach Chair’s Report**

- Started an Outreach group on GroupMe with Outreach Chairs for each of the Bid Committees and the Host Committee.
- Working with Steve O. and Caroline N. to coordinate a pre-NERAASA YPAA event and will be attending the NERAASA planning meeting.
- Planning outreach meeting blitzes’ leading up to PENNSCYPAA.
- Have been attending neighboring state and regional conferences to outreach PENNSCYPAA.

### **Chester County Liaison’s Report**

- Chester County Report:
  - Co-hosted alcathons with the Midday Miracles group for Thanksgiving, Christmas, and NYE.
  - Co-hosted Festivus for the Mess-of-us with Delaware County, Harrisburg, and Montgomery County.
  - Working on being more equitable with the distribution of workload.
  - Events Chair stepped down and they are working to fill vacancies.

### **Harrisburg Liaison’s Report**

- Attended several Harrisburg events.
- Discussed several items that they could improve upon such as being more welcoming to members that are attending their events for the first time.

- Harrisburg Report:
  - Rhianna O-S. is leading an inventory for the committee in March.
  - Co-hosted Festivus for the Mess-of-us with Chester County, Delaware County, and Montgomery County.

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

- Delaware County Report:
  - Co-hosted Festivus for the Mess-of-us with Chester County, Harrisburg, and Montgomery County.
- Difficulty trying to communicate with the Chairperson.

### **Pittsburgh Liaison's Report**

- Have been in contact with several committee members.
- Have not seen any events listed.
- Working with them about questions regarding Bid Suggestions.

### **York Liaison's Report**

- Attended their Game Night event.
- Told that they need to get a theme.
- Suggested that they use 50/50 raffles at events as a way to generate more revenue.

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

- Attended the October business meeting.
- Most have not been to a YPAA conference before, so many are unsure about what they're supposed to be doing, but they are enthusiastic and busy.
- Committee members had questions about by-laws, bank accounts, etc.
- Upcoming Souper Bowl event to be held on Saturday, February 3rd.

### **Ad Hoc Bid Suggestions Subcommittee Report**

- Held 3 monthly meetings.
- Reviewed and discussed current Bid Suggestions.
- Invited several past Advisory members to share a historic perspective of the Bid Suggestions.
- Entertained proposed changes to Bid Suggestions from David H.
- Subcommittee determined that no changes were necessary at this time.
- Disbanded subcommittee.

### **Old Business**

#### **Open Discussion: Attendee Survey**

- Had discussed sending out the survey again, but that did not happen.
- Survey awareness at PENNSCYPAA XXXIV may have been too passive. Suggest having physical paper surveys that attendees can fill out in person at the conference.
- Suggest adding verbiage to meeting scripts at the conference to ask for survey participation.

- Suggest incorporating the survey on the Host Committees app this year.
- EPGSA had better survey participation with paper forms vs the app. (Perhaps due to poor wifi in the hotel.)
- Suggest to create an Ad-Hoc Subcommittee for strengthening the participation in the survey. Several members agreed to participate.

**Open Discussion: Definition of Bids**

- Unclear whether the original motion was tabled from the previous meeting or whether Jesse M. (original motioner) had retracted his motion. If not previously retracted, Jesse M would like to formally retract his motion at this time.

**Open Discussion: Review Advisory Inventory**

- Tara C. had researched how other YPAA Advisory Councils stay accountable to their conferences. One idea was that the council members do brief reports prior to the bid sessions. An additional suggestion was to reach out to the Spanish speaking community. District 68 (Spanish Linguistic) was invited to participate in the Area 59/YPAA Share-A-Day.
- Communication with Host Committees (especially Chairperson, Treasurer, etc) is extremely important regarding data that will be helpful for future Host Committees.
  - Currently sending out a Google Form after hosting the conference to collect important data.
  - Recently added Host members to a Google Drive folder that has past Host documents such as budgets and treasury reports.

**Open Discussion: Review Bid Rubric and Feedback**

- Trying to fill out the Bid Rubrics was difficult and time consuming during the bid sessions.
- Having the Bid Rubrics in hand during the bid sessions was a good reminder about some of the important aspects of the Bid Suggestions.
- Could be a great tool for early feedback rather than final feedback.
- The Bid Rubrics were a distraction for Advisory members during the bid sessions and especially during site deliberation.
- Potentially erodes the trust in the group conscience by making the process too rigid. Where does the Bid Rubric end and the group conscience begin?
- Intended to help with transparency about the site deliberation process.
- Individual feedback from Advisory members helps to distinguish between feedback that is redundant or contradictory when simply compiled together.
- Some Harrisburg Bid Committee members have expressed that they were confused about the overall weight of the Bid Rubric in regards to site deliberation.
- Suggest creating a Google Form for Advisory members to fill out rather than physical paper forms if filling out prior to the conference.

**New Business**

**Motion:** (David H. / Jesse M.) PENNSCYPAA Advisory to meet in person for quarterly meetings with a hybrid option.

**Discussion:**

- Point of Clarification: Advisory members attending on Zoom will still be full voting members. Zoom polls could be used if needed for motions that require written ballot voting.
- Some members may be unable to attend in person meetings due to other commitments.
- Previous in person meetings were held in either Harrisburg or Breezewood.
- Point of Clarification: The intention would be that the location would be determined by Chairperson and/or Co-Chairperson.
- Point of Clarification: This would not affect the mid quarterly check-in meetings.
- Having experienced both in person meetings and virtual, I have been missing the unifying element that may be important to the health of the Advisory Council.
- New Advisory members may feel like an outsider on the Council by not having the in person familiarity that other members have had.
- In person meetings could include fellowship aspects such as going out to lunch together or doing other fun activities.
- Could also help foster a stronger relationship between the Advisory Council and the Bid Committees.
- Hybrid hosting could be done by the Secretary or any other Advisory member with a laptop or phone. Offered to be done by David H. for this year.

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

**Motion:** (David H. / Kelsey H.) Allow incoming Advisory members to be full voting members immediately following the conference.

**Discussion:**

- Helps with potential confusion about what incoming Advisory members can do prior to the first quarterly meeting.
- Point of Clarification: This verbiage would not insinuate that Host Committees are required to have elected their Advisory members prior to PENNSCYPAA.
- In the past, Host Committees typically elected Advisor members prior to the conference but in recent years this has changed.
- Suggest having the exact wording of how it would appear in the bylaws prior to voting on this motion.
- The bylaws already have information about how it currently operates. This would not be in contradiction with current practices.

Simple majority required.  
13 In favor / 1 opposed. Motion carries.

**Minority Opinion:**

- Would like to read the exact wording before being added to the bylaws.  
No votes in the prevailing side have changed.

**Upcoming Dates**

- 1/20/24 @ 6:30 PM - Spaghetti & Speaker (Chester County Bid)
  - Episcopal Church of the Advent, 401 N. Union Street, Kennett Square, PA 19348

- 1/27/24 @ 9:00 AM - Pancake Breakfast (Harrisburg Bid)
  - First Christian Church, 442 Hummel Ave, Lemoyne, PA 17043
- 2/3/24 @ 2:00 PM - Bingo & Bites Part II (Montgomery County Host)
  - Love Works Resource Center, 740 North Henderson Road, King of Prussia, PA 19406
- 2/3/24 @ 5:00 PM - SOUPer Bowl (Lehigh Valley Bid)
  - Star of Bethlehem Church, 514 3rd Ave, Bethlehem, PA 18018
- 2/7/24 @ 6:00 PM - Concepts & Traditions Study (Harrisburg Bid)
  - First Christian Church, 442 Hummel Ave, Lemoyne, PA 17043
- 2/17/24 @ 6:00 PM - Love for AA Dinner Dance (Williamsport YPAA)
  - Pine Street Methodist Church, 441 Pine Street, Williamsport, PA 17701
- 2/21/24 @ 6:00 PM - Concepts & Traditions Study (Harrisburg Bid)
  - First Christian Church, 442 Hummel Ave, Lemoyne, PA 17043
- 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
- 4/1/24 - Deadline for early submission of Bid Books (60 days prior to the conference).
- 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 11:47 AM.

**Respectfully submitted by:**

**David H**