

PENNSCYPAA Advisory and Host

3/23/25

Zoom: 424 659 3182 (pw: YPAA)

Attendance (Advisory Council):

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), **Webmaster:** Lindsay E (Bucks County - Events Chair), **Archivist:** Gary C (Williamsport - Program Chair), **Outreach Chair:** Nora J (Bucks County - Chairperson), **Outreach Co-Chair:** Kelly M (Montgomery County - Program Chair), **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), **York Liaison:** Anna A (Williamsport - Activities Chair), **Members At Large:** Kim P (Chester County - Site Chair)

Attendance (Harrisburg Host):

Chairperson: Tim S, **Treasurer:** Nicole G, **Program Chair:** Nicole P, **Events Chair:** Melissa M, **Registration Chair and Program Co-Chair:** Andrew A, **Security Chair:** Haley S, **Unity Chair:** Mikey S, **Hospitality Coordinator:** James O, **Members At Large:** Aaron S

Attendance (Chester County Bid):

Chairperson: Nick M, **Events Chair:** Nick B, **Site Chair:** Meredith M

Attendance (Delaware County Bid):

Chairperson: Liam E

Attendance (Lehigh Valley Bid):

Chairperson: Bob L

Attendance (Philadelphia Bid):

Secretary: Dwayne B

Attendance (York Bid):

Traditions and Concepts Chair: Matt C

A Quorum was established.

The meeting was called to order at 12:02 PM by Chairperson, Peter B.

Serenity Prayer by Chairperson, Peter B.

Roll call by Chairperson, Peter B.

Open Discussion Regarding: Hotel walkthrough:

- Host is meeting with the hotel representative 6 weeks prior to the conference. A walkthrough could potentially be coordinated with that visit.
- Apologies for not scheduling the walkthrough previously.
- May want to set the expectation with the hotel that we could have about 20-25 people for the walkthrough.
- Host Chair will find out what dates are available and get the list to the Advisory Chair who will then post as a poll in the Advisory group chat.

Host Chairperson's Report

- Seeing a lot of support from the local community. There are homegroups that have been discussing PENNSCYPAA in their business meetings. Some homegroups have given contributions. People are asking how they can help out.
- New people are joining the committee. Recently voted in a Compliance Chair, Co-Secretary, and an Al-Anon Liaison.
- Blast emails are being sent out about getting people to register for the conference.
- Subcommittees are working well with one another.
- Committee morale is good. Last month's business meeting was one of our best.
- 65-70 rooms currently reserved. Need 80 for attrition. 100 per contract.
- Collecting contact info for other committees that would like to outreach at PENNSCYPAA.

Questions and Feedback:

- What is a Compliance Chair?
 - We are a non-profit and therefore are required to do annual or semi-annual reporting. This position is related to making sure that our committee follows all required laws pertaining to businesses and non-profits.
- What happens if there are more rooms needed in the room block?
 - The hotel will not give more rooms at the current rate, but will provide more at a higher rate.
 - Also considering other nearby hotels if necessary.

Host Treasurer's Report

- Current Balance: \$22,850.22
- Projected total cost of conference is \$37,688.78
- 452 registrations so far out of a projected total of 606.
- 2 more events planned to help offset the cost of the conference.

Questions and Feedback:

- Will you have conference specific merch?
 - \$4,116.55 budgeted for merch purchase. Factored into previously quoted amounts.
 - Budgeting to sell 80% of merch at the conference to be a conservative estimate.
- There are also budget items that can be dropped if needed in case of budget shortfalls.

Registration and Website Chair's Report

- Send people to the website to register.

- Brevo account has been used to send out email blasts to past conference attendees.
- One of the emails was responded to and needed to be forwarded from the Advisory email. Was able to set the email that it's being sent from as the Host committee email.
- Saw an email blast from ICYPAA that was better than ours, so we stole their layout.

Events Chair's Report

- Next event is a Murder Mystery Dinner and we are trying out event pre-registration online for the first time with a QR code on the flyer.
- Planning an outdoor event. Potentially a "Dodge your Sponsor" event. (dodgeball, kickball, etc.)

Program Chair's Report

- Reviewed the floorplan (see floorplan for reference:
 - Lobby has space for up to 12 outreach tables
 - Grandballroom is huge. Each side seats about 600 people. Will likely split the room for the main meetings.
 - Keystone A - Hospitality (Directly off of the lobby)
 - Keystone B+C - Panels
 - Keystone D+E - Panels (space between both panel rooms)
 - Governor A - Marathon Meetings
 - Governor B - Bid Sessions
 - Veranda - Unsure what to do with this space
 - State Room - Potentially the Zen Den
 - Pool and Patio - Not private to the conference
- Out of Double bed rooms. Only King bed rooms left.

Questions and Feedback:

- Having an outdoor patio area could be a challenge with smokers. Recommend having buckets with sand and signs could help.
- Need a space for Advisory to meet. Would need a dedicated space for the following:
 - Quarterly Meeting - Friday starting around 4:00 PM or 5:00 PM for about an hour or two
 - Advisory Meet and Greet (Potentially) - Friday between the quarterly meeting and the main meeting
 - Site Selection Deliberations - Saturday immediately following the bid sessions for about 4 or 5 hours
 - Host and Bid Committee Debriefs - Saturday immediately following the main meeting for about an hour or two
- Archives room needs to be able to be secured at night.
- Outside food and beverage allowed in the hospitality room?
 - Contract specifically allows food in the hospitality room without restrictions.
 - The hotel has stated that up to 3 appliances are allowed in the hospitality room. No commercial appliances allowed. Cooking is allowed in the tailgating area without restriction. Host will be liable for any damages.
- What are the pool hours?

- 8 AM to 10 PM pool hours.
- Hospitality is next to the panel rooms. Could be noisy.
 - Could potentially use half of the room with another divider room.
 - Tested soundproofing during previous walkthrough with a speaker with ambient noise of people talking.

Upcoming Dates

- 3/29/25 @ 12:00 PM - 5:00 PM - Bingo (Chester County Bid)
 - Kennett Friends Meeting, 125 W. Sickie St, Kennett Square, PA 19348
- 4/13/25 @ 1:00 PM - 4:00 PM - Tacos and Traditions (Philadelphia Bid)
 - Hope on Girard, 126 W. Girard Ave, Philadelphia, PA 19123
- 4/19/25 @ 5:00 PM - 9:00 PM - Murder Mystery Dinner (Harrisburg Host)
 - Fountain of Life Ministries, 290 Newberrytown Road, Middletown, PA 17057
- 6/20/25-6/22/25 - 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 Advisory Chairperson, Peter B.

The meeting was adjourned at 1:03 PM.

Respectfully submitted by:

David H

Bid Committee Reports

Chester County:

- Spaghetti Dinner was very successful.
- This Saturday is the annual bingo event
- Reached out to Advisory about some Site related questions. 1st option is the Stardust Hotel which is part of the Valley Forge Hotel and Casino. All conference space would be there except for the main meetings.
- 2nd option is a struggle because of the conference space size needed and because of the semiquincentennial. Working with West Chester University for potential dates, but they are hosting people for the semiquincentennial, so it may be tough to get available dates.
- Working with the local tourism board to find a 2nd location.
- Committee is functioning well.
- A unity and bid book assembly event is coming up in April.
- Identified 40 institutions in the area to distribute AA literature to.

Questions and Feedback:

- Sometimes you need to think outside the box for conference space. Cumberland Valley rented a big circus tent.

Delaware County:

- The Spaghepardy event in February had low attendance, likely due to winter weather but was still fun and we gave away 2 pre-registrations to PENNSCYPAA.
- 2nd Chance Prom event is being planned. Waiting to hear back from several facilities.
- Meeting with the Clarion Hotel this Friday.
- Potential contract dates are mid May to early June to avoid semiquincentennial conflicts.
- Submitted an RFP with the Drexelbrook and Holiday Inn.
- Newman University is on the fence as an option.

Lehigh Valley:

- Working on the bid book for early submission.
- Working on hotel contracts and Advisory is helping with sites.
- Coming up with one more event or workshop before PENNSCYPAA.
- Holding fellowship events to build unity within the committee.

Philadelphia:

- Upcoming events include Tacos and Traditions (April 13th), Connect Four Tournament and Concepts Panel (May), Annual Memorial Day BBQ
- Walkthroughs are scheduled for tomorrow with both the Double Tree and the Sheraton.
- Obtained 4 proposals, but 2 are astronomical pricing.
- Room rates seem high compared to other places.
- Haven't run into many issues with the semiquincentennial, but the World Cup and July 4th weekend are not going to be available anywhere.

Questions and Feedback:

- August dates should be fine. Historically, late July, early August have been typical.

- The Never Too Young meeting was started by the committee and just celebrated one year.

Pittsburgh (Absent)

York:

- The committee had a group inventory in February.
- Host a karaoke event about a week or two ago. This was the most profitable event to date with over \$1,000 in income.
- Printed PENNSCYPAA pamphlets.
- A spirituality based event is coming up in May. The details are still being planned.

Questions and Feedback:

- York's YPAA meeting is held on Tuesdays at 7:00 PM. The meeting was started after PENNSCYPAA and had about 75 people at the first meeting. The average is now about 30 people. Hearing from some members things like "I thought I was going to hate it, but I love it." All ages are attending.
- Further thoughts from the Inventory? Any take aways or actions to be taken from it?
 - Up to this point, we had been hosting an event every month which was getting to be stressful. Refocusing on unity of the committee by cutting back to approximately one event every other month.