

Meeting Minutes- Advisory Council 10/16/22

Attendance: Pete, Kelsey, Steve, Jaimie, Kim W, Steph, Allen, Chandler, Anna, Jesse, Kim S, Gary, Tara, Jay

Welcome to new members from Wilpo: Anna, Gary, and Allen.

Reports

Acting Chair- Jesse- No report.

Treasurer- Pete- \$13,362.34 in account (PNC). Godaddy annual charge went through- \$457.54. Also godaddy charged \$21.17 in September- Kelsey will confirm. 2 deposits from Wilpo- 60% donated to advisory- \$1793.28, and seed money returned.

Secretary- Kelsey- Minutes sent out. Response received from data request from Williamsport.

Web- Kim would like to remove the Zoom YPAA meetings from the website as they are not accurate.

Outreach- Jaimie- No report.

Montco Bid liaison- Steph- Montco had the first event of this year last night.

HBG bid liaison- Tara- HBG had 1st event of this year- Wisdom and Waffles. Jessie is the new chair and Trey is co chair. Jeff F is the new secretary. Tara has not received minutes but has asked. Provided pancakes at Area breakfast.

Phillypaa bid liaison- Steve- still a committee, but not sure if bidding for pennsycy anymore. May bid for eacy. Planning on having nye event.

Other committees- Lebanon County is interested in bidding, HBG had been visiting their meeting.

Bucks Liaison- Pete- Bucks helped planned YPAA Share-A-Day, and had many people standing for positions at elections.

Old Business:

Group inventory follow-up- Kelsey will send out inventory notes to look for input on how to follow up

Attendee survey to be included in registration packet: https://docs.google.com/forms/d/1o-1E8dA7T6knrdjjdrEtO24iM2lunDDOgdKM3bE1ic/viewform?edit_requested=true

Jaimie recommends adding an open-ended short answer

Steph recommended adding a length of sobriety question

Jay notes that most helpful information is where from, sobriety time

Send further input to Pete

New Business

Bid Suggestion Rubric- Jaimie presents. Would lead to more transparency with committees. More objective approach. Rubric that was presented is not a final version. Jaimie recommends that an ad hoc committee be formed to create a final proposal for the next meeting.

- Motion to incorporate a bid suggestion rubric used during bid sessions and voting procedures, in order to remain transparent and objective, and to keep bid committees and advisory members accountable.
- Motion passes unanimously.
- Jaimie will put together ad hoc committee for this: Kelsey, Tara, Jay, Steph, anyone else interested.

Elections

Kelsey- Chair

Tara- Co-chair

Chandler- Treasurer

Steve- Secretary

Anna A- Co-Secretary

Kim- Webmaster

Jaimie- Archivist

Kim W- Outreach Chair

Jay- Co-outreach chair

Gary- HBG Liaison

Steph- Montco Bid Liaison

Corey- Philly Liaison

Jesse- Lebanon Liaison

Allen B- Beaver County Liaison

Pete- Reading Liaison

PENNSCYPAA Advisory Meeting with Bucks County Host Committee

October 16, 2022 12p

Open with Serenity Prayer - Kelsey opened meeting at noon sharp

Attendance

Advisory:

- Anna - Co-Secretary
- Gary - Harrisburg Liaison
- Jesse - Lebanon Liaison
- Kim W - Outreach Chair
- Pete - Reading Liaison
- Steve - Secretary
- Kelsey - Chair
- Steph - Montco Liaison
- Kim S - Web Chair
- Jay - Outreach Co-Chair
- Jaimie - Archivist
- Chandler - Treasurer
- Tara - Co-Chair
- Allen - Beaver Liaison
- Corey - Philly Liaison

Bucks Host:

- Lindsey S - Fellowship
- Mike - Outreach
- Nora - Chair
- Dave - Treasurer
- Heidi - Site Chair

Harrisburg Bid:

- Jessi E - Chair
- Trey - Co-Chair
- Josh - Outreach

Montco Bid:

- Aaron - Chair

Reports (Host Committee)

Chair: Nora

- Have 2 viable site contracts
- Prepping for next event - Murder mystery dinner dec 3 (Flyer Shared)

Co-Chair: No Report

Treasurer: Dave

- Shared treasurer report - report created 10/16/22
- \$14,622 in bank
- doing good on events
- camping trip (\$2508 profit) and sunday fun day (\$761 profit)
- merchandise sales have been good
- total of 131 pre regs so far including scholarships
- overperforming on income as opposed to plan so far
- Steve (Advisory) mentioned the importance of selling merch to make money
- Dave talked about being incorporated and not becoming 501c3, not going for 501c3 bc the benefits of it are not large enough, may end up paying taxes due to this but that is ok, have ein# now, new bank account with paypal and venmo, looking into insurance for the whole year(\$500 or so)

Secretary: No Report

Program - Nora (John is chair)

- Making list of potential speakers
- cementing dates will help process
- collecting marathon/panel topic ideas
- jaimie mentioned that locking in a speaker asap is important bc circuit speakers book fast

Registration - Dave

- Online registration up and running, a few since Pennscypaa, less than 20 since the conference
- Database for registrations is on website
- Steve asked about past registrants email list - Kelsey will send past attendees email list to host
- Jesse mentioned the natural order of pennscypaa registration where a fair number register at previous conference and then most of the registrations happen just before and at Pennscypaa
- Pete mentioned that outreach is a huge tool in gathering registrations
- Nora said about setting a date and opening room rental will help generate registrations

Site Coordinator: Heidi

-Sheraton:

- July 14 - 16 2023
- Room rates down to 121/night (better from bid package)
- very good to work with
- good communication
- (Dave) originally quoted 179/ night and 50/gallon, now 131/night and 30 per gallon, conference space cost lowered (19K from 25K?), wants to talk to them about a mutual cancellation policy so not liable to people outside of conference canceling rooms.

-Radisson:

- Room rates 139/night
- Aug 16-18 2023 (Worse from bid package)
- Costs are more expensive than originally quoted - 38000 plus service fees (26%) plus tax (6%)

-sending contracts to advisory for input, might only send one, Steve suggested for advisory to set a deadline of one week from today to send feedback about the sheraton contract.

Special Events: Nora - Murder mystery event - Dec 3 - 3\$30/person or \$35 at door - food provided - 5-9 pm dinner at 6 - Dr Bob getting Murdered - Location: Southhampton community center.

Outreach: Outreaching Everywhere!

- Host members will be at NJYPAA camping event and DYPA next weekend

Web: No Report - Website seems to be up-to-date -

<https://buckypaa.wixsite.com/buckypaa>

Other positions: No Reports

Old Business - no old business

New Business

- Contract - talked about in Host portion
- Master Registration List - talked about in Host portion
- Release of Liability - kelsey talked about host signing this form, will email to Host
- Steve mentioned for host to reach out with any additional questions

Other Committee Reports:

Harrisburg - Jessi E(Chair)

- elections in august, did by-laws
- Added new positions
- Next meeting is first sat in Nov (Nov 5)
- Had first event
- Will be having Bonfire w speaker event sat Oct 22 at crestview manor park starts at 1pm, pumpkin painting and tie die and costume contest, hot dogs smores and snacks
- Hitting lots of meetings for outreach
- There are a couple of locations they are working with for contracts
- Trey mentioned that their bid committee meetings are hybrid, reaching out to recovery houses, has talked with lebanon people about bidding, josh outreaching a lot, aaron is doing great with contracts
- Josh mentioned that they need Pennscypaa pamphlets (Jaimie (Advisory)will coordinate), adds that the bid committee is on fire and get a lot of stuff done!, Enjoyed seeing our beautiful faces
- Aaron, site update, best western and crown plaza (proposals in hand) plus additional locations, red lion, has lunch meeting with harrisburg hilton, waiting on a few more proposals
- Jay (Advisory) mentions that red lion is very accommodating and flexible, older hotel
- Trey asked if advisory wants contracts or proposals?
- Kelsey mentioned that we prefer contracts
- Tara says that the wording is commitment

Montco - Aaron

- Had elections and 3 committee meetings
- Working with Cabrini College (1st choice)
- Gathering other contracts
- Last event (Bingo)was successful
- Outreach doing a terrific job
- Looking into 5013c status
- Working on website
- Starting ypaa mtg 830 Dec 2nd in Plymouth Meeting, flier will be made
- event coming up Nov 5th at St Mary's Episcopal in Wayne PA, 'Surviving the holidays with pie', 5-9pm 10 entry or 5 if at sober house, flier will be shared
- Mentioned that Montco needs pamphlets too (Jaimie (Advisory) will coordinate)

Next quarterly advisory meeting:

- Scheduling next meeting should be a Sunday in January at 10 am for advisory and noon with host via zoom
- Jaimie proposed January 15th - no conflicts - date set
- Kelsey is Host liaison

- Steph is Moncto bid liaison
- Gary is Harrisburg bid liaison

Advisory check-in call is scheduled for Dec 4th at 10 AM, no voting occurs at this meeting

Jaimie will be developing the rubric ad-hoc meeting

Close with Responsibility Declaration - Kelsey closed meeting at 1:06 PM