

ESCPAA Advisory Minutes 2/13/17

**Attendance:** Billy B., Jenna N., Chris C., Jamie C., Lisa C., Jon J., KC, Martial Z, Courtney O., Casey F., Mercedes B., Maya GP., Kristin F., Matt and Dana from host 4

**Absent:** Danielle H., Rich F. John WM., Andy C.,

**Reports**

**Chair: Billy B**

Tori reached out for registration lists from previous years conventions to create email blasts.

**Co-Chair: KC**

MID YEAR EVENT -

- I will be holding a conference call to talk about what we would like to do for the event - what nights work best for everyone
- Will send an email when a time is decided upon

HOST -

- Convention will be starting on Thursday 11/9 as there is no change in cost with the hotel
- Voted to have a main speaker on Thursday night
- Current Bank Account Balance is \$3165.25
  - Approved \$2400 in events

UPCOMING EVENTS

- SENY Convention - 3/24 through 3/26 "Supporting Our Future"
- NERAASA - 2/24 through 2/26 in Framingham, MA
- NYSIW - Hosted in Area 47 - 8/4 through 8/6
- NERF - 6/2-6/4 Mars, PA

Discussion: None

**Treasurer: Jenna N.**

Treasury Report 2/13/17

Balance in Advisory Account: \$6,750.00

Received \$4,562.52 from ESCY 3

Placed \$750 back in ESCY 3 account for ESCY 5 seed money (must have \$750 in all accounts to avoid monthly fees)

Awaiting \$125 check sent to Kristin to be cashed

I have sent out all but 1 of ESCY 3 disbursements, I will handing Chris the last one on Saturday b/c it goes to her anyways

I would like to purchase 50 checks from checksforless.com for \$16.25 plus shipping and tax (I have to check what that would be)

## ESCYPAA ADVISORY MINUTES 2/13/17

### Old Business

ESCY 3 disbursements are sent except one

New Business:

Purchase of checks

### **Secretary: Jamie C.**

No report

### **Hotel Chair: Jon J.**

Waiting for the contract containing changes to Thursday schedule to be sent to us. The host committee has approved it and for some reason neither Jeff nor Tim are CC'ing me on the emails.

Buffalo bid- I've talked to Rob a few times and he has told me that he's working on starting up those relationships again. I've followed up afterwards within the last 2 weeks and he doesn't have anything yet.

HVYPAA- Had conversations with Iulia and Jason. Iulia is hotel chair and said they are talking to

Best Western Kingston

Hyatt Fishkill

Ramada Fishkill

Marriott Poughkeepsie

Grandview plaza/Poughkeepsie Grand Hotel & civic center

Diamond mill Saugerties

Haven't seen any reports yet.

NYCYPAA- I have been helping out and have talked to Crown plaza- upper Manhattan

[\(212\)977-4000](tel:(212)977-4000)

Hilton garden-6th ave

[+1 \(212\) 966-4091](tel:+1(212)966-4091)

Marriot - Brooklyn

[+1-718-246-7000](tel:+1-718-246-7000)

Hilton- Staten Island

Grand Hyatt - Manhattan

### **Outreach Chair: Rich F.**

No report not on the call

### **Website: VACANT**

### **Archives: Kristin F.**

Received a check from Jenna for \$125 for the storage supplies of the archives which I have yet to cash. I have spent \$20 of the budget thus far and sent a receipt to Jenna. I don't expect to spend too much more of the budget as all of the archives fit into a 50 gallon container minus the large posters.

## ESCYPAA ADVISORY MINUTES 2/13/17

Met with the Archives chair of host at the holiday event and just threw some ideas around about things she can begin to save now rather than waiting till the convention to start collecting things. Gave her a binder to use from one of the duplicate bid books to use to collect their event flyers. (I have one binder from host 1 and host 2 of the same)

Inventoried the archives and made a detailed list of what I have. I will eventually type that list and get it out to the group to review in case there is anything you want to add to archives. I have all conventions accounted for in archives except last year.

Id like to ask the group, especially those from last years host to begin to fill the gap of what we are missing. I have nothing for archives from ESCYPAA 3.

Discussion:

Maya: did you talk to Katy the archivist from ESCY LI? I can give you her number she was saving some stuff.

Kristin: I will get In touch with her. Only thing I have are my own items I put in there the water bottle and my lanyard. We don't have t shirts or sweatshirts, event flyers, banner

Maya: I was talking to Katy and she was holding on to the stuff all year so hopefully she still has all that stuff.

### **Prayer and Unity: Maya GP**

My report is as follows: prayer partnership is up and running.

I am beginning to rethink our advisory inventory and when would be a good time and what a good venue would be.

Discussion: KC: is prayer unity going to change weekly?

Maya: yes every week you get a different person.

### **Buffalo Bid City Liaison – Lisa C.**

Last time I spoke with Lior he said that the committee had a few events planned for February and March. He said all is well, and they didn't have any questions for advisory at this time.

### **HVYPAA Bid Liaison – Danielle H**

No report not on call.

### **WORCYPAA Bid Liaison Casey F.**

Sorry I dont have much to report besides that WORCYPAA is cohosting a spaghetti dinner with HVYPAA sometime in March. Theres no date yet. I talked to CeeBee at the holiday event and she was saying that the committee is doing very well and is super unified. Love you guys!

### **NYCYPAA Bid Liaison Mercedes B**

Meeting is this Sunday at 4 and I will be there gonna hookup with Jon J. and push them to go a bit harder and get some contracts going. Talking to Tyler a lot last few days, seems pretty enthused.

**OLD BUSINESS:**

Business Research- Martial/Chris

Chris: was hoping KC might have an update and we have not been able to contact Rob and ask the group if I can contact the Lawyer myself.

KC: I did not hear back from him

Billy: Is anyone opposed to Chris reaching out to Lawyer.

Chris will go ahead and reach out to the lawyers.

**NEW BUSINESS:**

Budget for host 4 Discussion starting at 9:30pm

Lisa asks about gallons for coffee: food and bev min is 2500 so I can talk to Jeff and increase the number. There is also a coffee cost is the hosp room so is that supplement.

Billy: events just under 3000 dollar expenses were passed and the bank account balance is almost 3000 a member was just wondering if Dana had any insight into how high that number is

Dana: 2000 of 3000 to be split with bonfire with hvypaa so it will only be 1000 until august the others were for a few hundred each to be spent now until the end of april.

Billy: so bonfire for you is only 1000. Dana: yes but its badly worded a 2000 budget split with hvypaa so its only 1000 for us. Billy Got it. Thank you.

Dana: badly worded and we will tighten up those motions for clarity.

Jon: word on street is on Thursday you will start asking if you think the budget accounts for an early start to the convention. Dana: budget does not account for additional day for 4 four day convention so it needs to be updated. The only thing is that hosp would increase hotel is same cost for additional day.

KC: question outreach budget for bid city \$100 liaison. Dana: that was changed. That's only 20 bucks to mail or print thing for a bid city.

Jenna: can we get a updated total expenses and incomes. Expense 35 grand and 49K income. What's the difference now.

Dana: profit has not changed total 34262. 83 expenses. Income 48603 projected.

Jenna: so profit is now higher around 14,000 and change. Did anyone else come on call?

Martial: no questions on budget

Jon: 3000 brought in for registrations includes 5 and 10 dollar and plan on 10 bucks up until the convention. How many pre-regs to date?

Dana: 653 regs and 200-250 of that are scholarships

Jon: need to find out how saturated our area was for registrations to see how much we could rely on how many registrations we used a registration map to collect info about how many we already have.

KC: with extended program, are you anticipating program expensed such as speakers for an additional day.

Dana: I asked bobby and he said no additional speaker costs

JoN: talked to jeff and he assured me host will not put additional room block for additional convention day and it should be entirely free for extended programming.

KC: what happens to guests who wanna go thurs night they wont get the rate

Dana: room rate extend beyond the original convention dates. Two days before and after.

Martial: anyone find addendum to the contract?

Jon: not yet I emailed Tim and Jeff and said I wanna see it asap. Once received I will forward it to the group

Jenna: will this addendum be changes for the Thursday or more changes.

Jon: Thursday extension and other changes. Jeff is having a contract drawn up to send to me.

Martial: pre convention event approved budget?

Dana: still trying to lock down pre convention event in aquarium.

Martial: what's the down payment?

Dana: I don't know.

Martial: you guys want a catering hall right?

Dana: I don't have any info about it right now.

KC: what's the conversation for merch? I see beanies and lighters?

Dana: trucker hats got trashed so we changed it. Lighters have a lot of support on the host committee. Looking into really cheap options to sell them.

Martial: 3 day convention is 35000, a 4 day and not gonna add a single dollar to it?

Dana: No. we wont have the hosp room for the extended convention day

Martial: don't know down payments, contract not signed yet, doesn't make sense to not add any money

Jon: asked a ton of questions and extra rooms, speakers, etc I dot think hotel will give to us for free and no mater how many I asked he said it will be 100 percent free. I don't know.

Martial: is that Jeff's word for committee vote

Jon: how did he get a whole committee to vote without a contract by word of mouth. Think it falls on our shoulders because host already approved without a contract being seem

Martial said it was not approved?

Dana: the motion to extend the convention main speaker meeting on Thursday night 4 day convention will not charge us extra.

Martial: nothing else like aquarium is not voted on yet

Dana: right we will definitely have a pre con event even if convention was not extended to Thursday night.

Courtney did hotel confirm Thursday night main room but not hosp room

Jon: he said hotel is giving grand ball room and hosp room free of charge all day Thursday.

Martial: we have never voted what hotel has said only what hotel has put on writing.

Jon: we signed contract already and after signing, conversation o extended and Jeff said he was gonna go to Tim and ask about extended and Tim gave him info

## ESCPAA ADVISORY MINUTES 2/13/17

about having grand ball room and hosp for free of charge. Reasons why they did not vote is because a new contract was not drafted yet.

Courtney: so its being put in writing

Jon: yes it will be in writing and we will vote before signing

Dana: I shared same questions as you all do

Martial: committee has approved a speaker for Thursday and nothing else yet?

Dana: yes. Everything would be set up Friday like registration and merch but we would have a speaker Thursday

Jon: what discussion too place? How would we not open up registration and merch not open. Lang in the motion is pretty loose so it doesn't describe.

Dana: just says we will have a main speaker meeting.

Matt: would hotel charge for AV for a mtg that night

Dana: I keep being told there wont be more costs for Thursday night.

KC: Jon please make sure AV in the contract

Jon: I will assure you the addendum to the contract will be gone over thoroughly.

Budget discussion ends Dana and Matt get off the call. 10:00pm

### Purchase of checks - Jenna

I looked into getting 50 checks from checksforless.com for \$16.25 plus shipping and tax (I have to check what that would be)

**Jenna motions for a budget up to 30 dollars to purchase checks for advisory.**

**Seconded by KC.**

**Unanimous motion carries**

Maya: checks are not being ordered through the bank?

Jenna: yes the reason I was told when Dana used that websit, she said that the company wells fargo uses takes a long time and there were issues with mistakes on the checks

Chris: the checks are much cheaper with checks for less

KC: how many checks did Jamie write?

Jamie: I had not written more than the amount of starter checks and when I gave them to Jenna there were still starter checks left.

Jenna: I had written for some reimbursements and I have 2 checks left.

### MID YEAR EVENT: KC

I would like to schedule a conference call to start to plan this.

Jon: why is co chair doing this I thought it was done by outreach

Billy: outreach chair did not feel up to it. And its not in the by laws for outreach to plan it.

Motion to close. 10:31pm.

Respectfully submitted: 2/13/17.

ESCYPAA ADVISORY MINUTES 2/13/17

Jamie C.  
ESCYPAA Advisory Secretary.