

ESCYPAA Advisory Call | 8/27/18

Present: Billy, Jenna, Dana, John M., Danielle, Chris, Kristin, Martial, Mercedes, Jamie, Jon J., Bobby, Andy, Lisa, Courtney, Sarah, Carolyn

Absent: KC, Casey F.

Also Present: Rob M. [Host Chair]

Meeting called to order at 9:20pm

I. CHAIR REPORTS

Host Chair [Rob]:

- 53 days until ESCYPAA 5!
- Program is making headway leading up to the convention, speakers have been selected.
- We will be cohosting the ROCYPAA campout as well as the Castle party.
- We are planning an event with the Toronto YPAA community.
- Budget summary:
 - Total expenses: \$20,214.55
 - Current expenses paid: \$3,965.16
 - Expenses left: \$16,249.39
 - Current bank account balance: \$7,907.83
 - HVYPAA campout revenue due to be received: \$843
 - STCYPAA campout revenue: \$156
 - Cash that needs to be deposited: about \$200
 - Money that can be paid at the end of the convention weekend: about \$4,500
 - SO: \$16,249.39 [expenses left] - \$7,907.83 [current bank balance] - \$843 [HVYPAA] - \$156 [STCYPAA] - \$200 [to be deposited] - \$4,500 [remaining expenses that can be paid at end of convention] = \$2,642.56 needed before Friday October 19th
 - Disclaimer: some of these numbers are based on what I recall from memory last week, I'm waiting on Crystal to send me the actual document.
- Detailed document with actual expense items to follow.
- A bunch of us are going to ICYPAA and we're super excited!

Chair [Billy]:

- We passed the host budget on the call on 8/16/18!
- We had a great bid city liaison call last week. I look forward to our last two calls before the convention. The next one is Tuesday, September 18 and we'll be discussing the hotel bid requirement.

Co-Chair [KC]:

- *Absent, no report.*

Treasurer [Jenna]:

8/27/18	CB Host 1 Account 8083	ESCYPAA 4	\$1,176.10
	CB Host 2 Account 7990	ESCYPAA 5	\$7,907.83

	CB Main Account 8075	Advisory	\$6,438.99
	CB Total		\$15,522.92

- Please note that the following accounts have these checks outstanding! I am trying to get all accounts settled by the convention so my treasurer responsibilities are up to date: ☺
 - Advisory Account: Check 003 to the US Treasury for the 501c3 filing of \$600.00.
 - Albany Account: Check 2017 to District 2 disbursement of \$426.08.
- I apologize for not sending updates of the host bank account and will be sending them out every Monday until the convention.
- Most people have let me know which events they have attended, so thank you for that!
- **Motion to accept the Treasurer's report [Dana, Bobby]. All in favor.**

Secretary [Dana]:

- I will be getting rid of the Advisory Google Drive folder since it is housed in my personal Google Drive, which is not only almost out of storage BUT won't make sense when I'm not the Secretary any more! I will go through the Drive and make sure any documents or folders that have been added since I moved everything to DropBox are also moved over to DropBox. Everyone has access to the Advisory DropBox account using the email address you use for Advisory; please let me know if you have any questions or need technical assistance.
- Just a reminder to please use the secretary@escypaa email account so I have all the reports in one place! Muchas gracias to those of you who sent me your reports.
- **Motion to approve the Advisory minutes from August 13, 2018 [Dana, John M.]. All in favor.**
- **Motion to approve the Advisory minutes from the call discussing the Host Budget on August 16, 2018 [Dana, John M.]. All in favor.**

Hotel [John M.]:

- While going through Hotels 101 on the call last week, I realized that we don't have any documentation on who is authorized to add charges to the master bill. I think that is something that we should do, for example: Billy, KC, Rob, Rich, and I. That way we don't end up adding unnecessary charges.
- The Bids:
STCYPAA
[Excerpt from an email from Holiday Inn Binghamton]
 Per our conversation today, we do have November 1-3, 2019 available at this time. We can offer a total of 150 rooms per night (combination of kings and doubles (2) double beds) rate is \$109.00 plus 13% tax per room per night, single or double occupancy.
 Function Room Rates (Friday 9:00am – Sunday Noon) Ballroom \$6000.00 (General Session) holding up to 600 guest theater style; Breakout Rooms: \$6125.00 (Latasse, Southern Tier, Tioga, Vestal, Vestal Boardroom, Kirkwood, Dickinson, Carousel). Room rentals subject to 8% tax.

Logan is looking into renting a theater downtown (walking distance from the hotel) which would be big enough to hold us for the main meetings, and possibly for all panels as well. He is going to go onsite and have a look in the near future to see if that is doable. The space would be \$1000.00 for the entire weekend. There is also no mention of attrition at the moment, so we can bring the space rental at the Holiday Inn down by adding that on. He will have an official proposal soon.

ROCYPAA

Ethan got an initial proposal from the Hyatt Regency (Proposal attached) the highlights are below, this is a 200 room night commitment proposal. The space rental is kind of high, but this is a 70% attrition proposal, so if we upped the attrition, we can probably get that down significantly.

(based on 70% attrition)

Meeting Room Rental discounted to \$15,000 total

Rate available (3) Days Pre and Post event

Reduced (3) Week Cutoff Date

1 per 50 comp room nights

(15) Complimentary Exhibit Tables, all additional at discounted rate of \$15 each

Coffee discounted to \$30 per gallon

Parking for Overnight Guests discounted to \$12 in attached 1,300 spot garage

Complimentary Wireless Internet in all Overnight Guestrooms and General Session Room

Complimentary Shuttle to and from the Rochester International Airport,

Bus and Train Stations and anywhere within a (3) mile radius

Brooklyn/Queens bid

I spoke to Will today, they are planning to put in a full bid. They are going to have elections in the next couple of weeks, and are in talks with St. James University in Queens, and are going to reach out to the Brooklyn Marriott. They are also looking at possibly co-hosting an event with LICYPAA in September.

Outreach [Danielle H.]:

- Next Outreach call: August 29 at 9pm.
- I'll be at ICYPAA!

Archives [Chris]:

- ZERO out of the 22 slots have been filled by our past host/advisory members as of right now. We may have voted that past host members should man the archives area, but they are not signing up. How should we proceed? Personally I think host HAS TO get an archives chair who can man the area when there are gaps and we may need to contemplate opening the sign up to ALL people, instead of just past host members...

Website [Kristin]:

- If anyone has any speaker tapes from previous years, please send them to me! I can also look through the archives with Chris at the convention to find others.

Prayer / Unity [Bobby]:

- So after much prayer and meditation I created new prayer and unity partners. They are much the same as before except trying to highlight the importance of unity and trying to get to know one another on a more personal level.

HVYPAA Liaison [Sarah]:

- Nothing new to report!

STCYPAA Liaison [Courtney]:

- *[See Hotel report for updates on hotel stuff]*

- Castle Party: October 5, 7pm - 9am lock in style. They will need \$250 from each committee that's cohosting for the food and other expenses.
- I have a standing commitment and haven't been able to get on the bid city liaison calls but that will end soon so I'll be able to make it!

ROCYPAA Liaison [Bobby]:

- Hotel contracts are coming together, but still need some work. Ethan is working very hard on them. Bid book subcommittee is meeting every Thursday at 7:30pm. Financial requirements are in the works. Committee roster/service resumes and letters of support should be done this week. Over all they seem to be moving at a pretty good pace and I expect a complete bid package ready for the convention. I will continue to check in to make sure that continues to be the case.

NYCYPAA Liaison [Carolyn]:

- *[See Hotels report for more details on hotel stuff]*
- Brooklyn will be putting in a full bid at ESCYPAA this year; they're holding elections within the next few weeks and will be hosting / co-hosting events soon.
- Not sure what's going on with NYCYPAA; I haven't heard back and I feel like I'm being annoying but I'm going to keep doing that!

SYRYPAA Liaison [Andy]:

- Syracuse had a unity event on Sunday that went really well! They were also planning an annual picnic on October 6th. They decided as a group to just have this be a unity event. There was some confusion around this in the committee whether or not this was still a SYRYPAA event. I fielded a couple calls to help come to some clarity of what happened with event. It is going to just be a pot luck unity event now according to their group conscious. They just felt that with limited time to plan that it was better not to have an actual event. It did cause some disunity but that has been worked on as a group. They also would like to have their inventory on Sunday the 9th in the afternoon. I will send out a separate email regarding more details. That's all I got!

WORCYPAA Liaison [Jon]:

- I've spoken to Jessica and Sofia in the last couple weeks. Sofia sent me everything they have on their bid book and the bid book itself. There are only a couple areas where she requested help and I provided. I've assisted in putting them in touch with Area 47 trusted servants and answered some hotel questions. CB isn't doing very much anymore being she's moving soon and I think the responsibility has shifted from her to Jessica M (co-hotel chair). I've reached out to Jessica a couple times and haven't gotten a response yet. I'm told she's talked with John W. Jessica has informed me that their group chat on Whatsapp has been deleted. Apparently HVYPAA went down at one point to the committee meeting and shared that their group chat was a breeding ground for drama and the next time there was supposed to be a committee meeting, no one showed up (last night) haha like WHAT THE FUCK?? I've talked to Jessica and she's going to individually reach out to a couple members and I'm going to call Charles and Nico who've both expressed they might want to step down.
- Also attended a ROCYPAA and STCYPAA outreach commitment Saturday night at RBC. They fellow shipped and ROCYPAA really showed up to support and participate. I'm also attending ICYPAA, the ROCYPAA camp out, not attending LICYPAA camp out. I've heard that Courtney has been in touch with STCYPAA and they appreciate that.

II. OLD BUSINESS

- **Group Inventory ad hoc [John M.]:** I had to cancel the last call and no one got on the call before that. I'm going to propose two dates and see which works better for more people, then I'll reach out to the person I asked to facilitate this.
- **Hotels 101 ad hoc [Jon]:** Hotel document Ad-hoc-Our last meeting was crazy productive!! We got halfway through the Hotels 101 document. I feel like everyone got a chance to share and had a say in what they'd like to see changed. Thank you to Lisa, Bobby, and John W. Next call will be Monday September 3rd, 2018. Yes it's Labor day but most people have the day off soooooo talk to ya then.

III. NEW BUSINESS

- **Archives [Chris]:** Background: Archives has always been handled at the convention by host and Advisory. There's usually a host Archives Chair and they man the area. Last year we voted that it would make more sense to have past host and past Advisory members handle that area, since they have more information AND they're not hosting a convention / picking the next site. It's an awesome idea... but no one seems to be interested. Idea: open it up to bid cities, and if we're still not getting anyone signing up for the spots, opening it up to anybody who wants to sign up.
Discussion:
 - We still have a little less than two months to go; maybe wait two weeks and see how it goes, then open it to bid cities (and host committee members can volunteer during bid sessions).
 - Service is what this convention is about, so having bid cities be part of that is good.
- **Hotels Contract [John]:** We don't have anyone designated to add charges to the hotel bill. In the past we have had issues with people who were not necessarily tuned into the convention finances that were talking to hotel staff and ended up accruing extra charges. I would suggest: Host Chair, Co-Chair, Treasurer, Hotels Chair, Program Chair; Advisory Chair, Co-Chair, Treasure, and Hotels Chair.

Motion that we add an addendum to explicitly say which Host and Advisory members are able to add charges to the master account for ESCYPAA V [John M., Dana].

Discussion:

- I worry if this will create issues for future host committees, of us dictating who can handle money for the host committee. I feel like this has been an issue between Advisory and host committees in the past. I think it's a good idea though.
- On ESCYPAA III our Chair was really explicit about who could speak to the hotel to add charges. It can't hurt us to have this backing and a paper trail saying "these are the people who are allowed to make decisions on behalf of host and Advisory."
- On ESCYPAA III we had three people who were permitted to talk to the hotel (Chair, Hotel Chair, Program Chair). I love this idea and it worked when we did it for ourselves. 9 people seems like a lot, but that number is not in the actual motion, so we can discuss that later!
- It is a lot, and I can discuss this with Rob.
- I agree with making this motion, but think we should then turn it over to the host committee to decide who should be on this list.
- We trust the host committee and should let them decide. 9 seems like a lot of people and like it leaves a lot of room for miscommunication.
- In the past this has been a host committee decision. This is their convention and they should know this information. We don't need Advisory to be able to add things to the master bill.

- The reason for this was to lessen the confusion for hotel staff. For example, if an attendee asks a staff member to brew more coffee, that staff may not know that they're not a host member and they brew more coffee which we would then have to pay for. This protects us as the guardians of the convention and the host committee from charges they aren't anticipating.
- On ESCYPAA IV we had a meeting with hotel staff and they were all introduced in person to the host committee members who could add anything to the bill.
- Why was this brought up? The only people who are legally allowed to make decisions are the people who actually signed the contract.
- That's only Billy and KC, and they'll be busy for most of the convention. This would allow host committee members to make a financial decision if we're in the middle of business and can't do it.
- What kind of financial decisions are we talking about? We're contracted, so there shouldn't be any more financial decisions being made.
- Yes, but for example brewing more coffee; we're contracted per gallon, but it doesn't say how many gallons we're brewing. I don't know if there's a cap, or certain hours that they're brewing coffee.
- No financial decisions can be made on this contract without our approval anyway.

Lack of substantial unanimity. Motion to table the discussion [John M., Mercedes]. 10 in favor; 2 opposed.

Upcoming Stuff:

Next Advisory Call: Monday, September 10 @ 9:15pm

Bid City Liaison Call: Tuesday, September 18 @ 9pm

Get In-TENTS!

LICYPAA Campout: September 14 - 16

ROCYPAA Campout: September 28 - 30