

ESCYPAA Advisory Meeting Minutes | 11/14/2022

Start time: 8:30pm

Carolyn welcomes everyone to our first business meeting of ESCYPAA 9

Erin prays us in 8:33pm

REPORTS:

Chair: We had a convention! A really, really successful one! Bob will have all of the financial updates in his report.

Host elections are December 10th in Ithaca! This is a mandatory event that we will meet in person. I'll have an agenda and schedule for this day in the next coming weeks.

LICYPAA is having elections on December 3rd at Thrive Nassau in Westbury. I'll be there to help facilitate!

Let me know if you need anything prior to our call. Looking forward to kicking off the year together!

Alt-Chair: Official announcement that Bobby will not be doing the position of Treasurer anymore. Someone needs to take this commitment. Treasurer elections will be at the next meeting.

Treasurer: After talking with Moe we are sitting at \$12,249.64 in profit for ESCYPAA 8! I transferred the \$1000 for the hotel deposit to the Advisory account, in addition to the \$716.88 that would bring us back up to our prudent reserve. After accounting for the \$750 seed money for host 10 that will remain in the account we are currently sitting at \$9,782.76 in profit. I would like for us to discuss how much more we need to take out of this for an operating budget for advisory. I am waiting to hear what money was approved by host 8, to help us make that decision. A few charges have not cleared yet for host 8 so the balances will not quite add up to the numbers I just gave you. Those being \$206 for AV, \$75 for host meeting space rental, and \$121.01 in charges that Moe is not positive on what, but will be going back through his spreadsheets to get that clarified.

Advisory Account: \$6,500.00

Host 9 Account: \$2,750.00

Host 8 Account: \$10,934.77

After the pre approved expenses transferred to the Advisory Account (\$2,466.88) there is \$9,782.76. That leaves a possible \$2,533.12 available to us as approved by Host 8. If we were to accept all of those funds we would have \$7,249.64 left to donate out to the service structure.

The following breakdown is how Host 8 would like for us to donate the remaining funds:

20% GSO

10% Nassau Intergroup

10% Nassau General Service

10% Suffolk General Service

10% ESCYPAA 9

10% to each Area 47, 48, 49, 50

Additionally, host approved giving \$2000 to LICYPAA, so that brings our total available funds for disbursements to \$5,249.64

*Cori motions to accept the treasurer's report – Jeff seconds

Important Business:

CRAYPAA enters for discussion: 8:45pm

CAROLYN welcomes them and introduces the purpose of this meeting and announces we will start off with discussion with Hotels. Hotel negotiations were rushed and we understand. Which were you leading with?

VINNIE answers the one in Saratoga

CAROLYN states the room rates were high, and we don't think you need to use the City Center - the space provided in the hotel is sufficient. Mentioned to work with the bargaining chips that you have.

JEFF

- exclusive caterer, unnecessary
- room rates were VERY HIGH

KAYLA

- 100% attrition rate is scary and need to negotiate

ADAM

- \$320-350 would normally charge, which is similar to LI, but \$200-239 is too high a rate
- Would they match the Hilton's rate on LI at \$159?
- Is there a Holiday Inn or Crowne Plaza available in town, since they are usually more willing to negotiate?

- If we could get the Marriott inside the dates, that would be a great option at the rates they offered for the hotel rooms.

ZACH

- Killed it considering the circumstances, which is huge
- Cultivating relationship with the hotel to get a better negotiated price and a finalized contract

VINNIE

- What's the price range we are aiming for for rooms at night?

CAROLYN

- Highest so far has been on LI
- Pricing is important for accessibility concerns

BOBBY

- Anything less than LI is a must
- Aim for below \$129
- Food and beverage commitment is absolutely ridiculous and utterly insane

KAYLA

- 620 room nights is A LOT of room nights
- Started with 300 on LI, and got more when we needed more
- Proposals are the beginning and negotiations are the next point

ZAK

- Do we think 30 mins extra from Albany to Saratoga would deter people from attending?

GROUP

- No

RYAN

- might need to set up a ride share or bus or something from Albany for anyone using transit

CAROLYN

- Financial explanations were underwhelming and underdeveloped

BOBBY

- Broke down all the details of how much spent and how much made for every event
- Projected events – same thing
- Biggest trend – greatly overestimating how much you are going to make, and greatly underestimating how much things are going to cost
- overestimating how much is going to be made on merchandise

JEFF

- PG 21 treasury report: differentiate between unity and regular events; did you have any unity events?
- Make sure there is a 7th contribution basket at every single event

- Outreach the hell out of everything; show up at every event; meet people

KAYLA

- What is the discrepancy in balances?

ZAK

- \$900 technically belong to NENYPAA, and that's why the numbers are off; it is CRAYPAA's money, it just hasn't moved over yet

- Taking the necessary motions to close out the other account and move over the money, it's just slightly complicated

ADAM

- reg expenses, program expenses, hospitality – really break everything down and have MORE line items, rather than LESS

VINNIE

- Would like the names and numbers of all the event chairs from all the different committees

KAYLA

- Is going to help CRAYPAA intensely, and share LICYPAA's winning bid book as templates

CAROLYN

***Wraps up the chat with CRAYPAA @ 9:17pm**

REPORTS (continued):

Secretary: I'm excited to be a part of this awesome committee and am looking forward to serving you.

Hotel: Welcome new Advisory Members.

I have been a busy Advisory Hotel Chair these past 2 weeks since we left Long Island. I have been in constant contact with Danielle from the Crowne Plaza in Syracuse and the Oncenter where the main meetings will need to be. Both locations are aware that no contract signings can happen until we have ESCYPAA Host Elections next month.

I have a lot of details to go over in regards to the Hotel with you all. All of it is great news because this hotel is very willing to work with us. I have information on the Oncenter also. I have put all the questions I asked the Crowne Plaza below with their answers for us. Please let me know if you have any questions that I didn't ask Danielle at the Crowne Plaza. I will be happy to send them over to her this coming week.

Info on the Crowne Plaza Questions - See Below

- I need to let you know that we cannot sign a hotel contract until I have ESCYPAA 9 Host Committee Elections which will not be until December 10, 2022. After which the Host 9 Committee has to formally vote on the date they want to have the conference at Crowne Plaza. I also need to have a hotel chair of Host 9 committee as I was informed of this today. I can extend the deadline to 12/15 if that helps on your end.
- I have a lot of items below that I need to have revised on the Potential hotel contract on August 18-20, 2023 and September 15-17, 2023 for my Advisory Committee. Ryan mentioned you folks would be going with the August 2023 dates, are the September dates still on the table? Please let me know as soon as you can as I did release those dates and will have to put them back into your account.

1. I need Vendor Tables for exhibits to be included in the contract. *We can include (10) Vendors with no electric power at no charge, if anyone requires power, we will have to charge for that.*
2. I need Empire State Conference of Young People to be listed in all places where Young People in AA is listed. *I can revise contract to include this.*
3. I need an Acceptance of contract to have 2 signature lines. First one for Carolyn Dunbrook-Title of President. Second one for Robert Harrington-Title of Vice President. *Okay, I will have to add that portion to include them. Am I leaving you as contact on first page of contract?*
4. Would Cash Sales on concessions apply to the food and beverage minimum? *Yes, all concessions would go towards minimum on contract, if you do a "buy-out", then it's that one-time fee and you can set up your hospitality room as you see fit.*
5. How much is a gallon of coffee under the food and beverage minimum? *\$40 per 1.5 gallon *you can set up a Hospitality Suite(room) and offer coffee, tea & additional drinks if you choose to**
6. Can the cut off date be moved to 2 weeks out to August 3, 2023 instead of 30 days prior to the conference? *Yes, we can certainly accommodate this.*
7. I'll commit to more room nights of 40 doubles per night for Friday Night and Saturday night for a Total of 90 room Night doubles. This would move the room block from 110 to 150 room nights for each night of Friday and Saturday which would total 300. *If you move forward with the August date, I can accommodate. If September dates, then I may not be able to honor the higher numbers as we will have college football going then.*
8. Is it possible to have a small room block of 20 room nights for the \$109/night rate on Thursday August 17, 2023 that would only be the the room block for this

date for people coming in early to setup for our Conference? *Yes, I can add those additional guest rooms.*

9. I need a statement demonstrating I have run of house on the conference center space with 24 hour access to all conference space listed. *Yes, I did speak with Ryan about that and we CAN allow your 24 hour access. We would issue you folks (2) keys to the Conference Center in case you did need to lock any of the breakout rooms.*

10. Does the \$3,300 conference center space include all the rooms in it? If so I need a statement saying that all rooms are included in the conference center for \$3,300 per day. *Yes, it includes ALL spaces within the Conference Center. On the contract grid, it does say Conference Center now, do you need me to add a line listing all the "rooms" within that space? Your group will be the only group within that space for the dates you contract.*

11. Can I pay the food and beverage bill on Sunday August 20, 2023 of the conference? *I will have to get this approved but I think if we set up a payment schedule then we should be able to offer a portion paid at the close of your conference.*

12. I need a payment schedule or when the master bill is due? *Final payment is usually due (10) business days prior to your event. We can definitely set up a payment schedule on both ends.*

13. I need to know how payment of the master bill can be paid by check, debit card, credit card? *We usually ask for a credit card to be on file, especially if we are doing a payment schedule- If you'd like to make the initial deposit by a association check, that is welcomed.*

14. Is there a comp room for every 50 room nights booked? *We can offer that to your group, I can add that to the revisions.*

15. How much is the setup fee? I did not see a portion for setup fee? *There is no additional charges for function space unless there are major changes to a room set after we have it contracted & detailed, then there is an additional \$100.00 charge.*

16. Can the deposit be \$1,000? *Yes, since we are setting up a payment schedule, we can lower the initial deposit*

17. Is there a suite or room for us to hospitality? *We would use the Manlius Room, as with other conferences, that room works best.*

18. Is Sunday August 20, 2023 included in the pricing of the conference space and if so could you please include that in the updated contract? If the conference isn't included could you please provide the price? *The 6600.00 rental is the TOTAL for all days listed on the contract. I only used Saturday & Sunday as those are the main days. Rental is already listed on existing contract at 0.00 for Thursday & Sunday*

19. Do we need to decide now if we want to do the food and beverage buyout of \$3,000 or if we want you all to provide coffee and snacks for the weekend of the conference? *No, not now. As long as I know at least (45) days prior to your conference, then it can be “flagged” on our end that you either need nothing additional from us or that you will need food & beverage from our end.*

20. Can we use the manilus room for hospitality or should we use a different room? *Yes, that’s perfect*

21. Is there a code to use when rooms are booked at a reduced rate? *Once I have the “dates” you’re moving forward with, I can supply the block code as well as a booking link.*

Archivist: Archives Safe and Dry!

NY YPAA Liaisons

FLICYPAA: I was asked to attend FLICYPAA's meeting this morning and wanted to have an updated report for y'all beautiful souls! This meeting was scheduled to give the finals from the event and to solidify the particulars of their upcoming elections.

- So, FLICYPAA had an ice cream social event yesterday that was attended by around 50 people. There was a panel , 50/50 and the usual shenanigans. The event netted \$200.00 profit. Jeff and Adam attended so they may have more input as for the experience side of things... I could not attend as I had a prior commitment.
- As for the elections; They voted on a budget, DJ and discussed some other details. Jeff attended the call and was invaluable with his experience.
- They have a merchandise sub-committee meeting tomorrow at 7 and a by-laws meeting 11-21. I was asked to provide prior host by-laws for consideration.
- Jeff has been involved with this committee since the beginning and we are scheduled to talk later today so he can assist me with some possible issues arising out of ego and strong personalities. I'm sure to inform our members if it gets to be a REAL issue moving forward. I did express the usual "Ego spiel" about how egos may clash and reminded them of our primary purpose.
- I was contacted by Jeremy asking about doing an inventory before or after elections. I just gave him something to bring back to the committee to consider during discussion; what would you tell a sponsee or anyone

regarding the timing of doing an inventory? I think the inventory would be a great tool to help sort out some of the personality clashes/ego issues.

HVYPAA: I've been in touch regarding Hvypaa and their upcoming elections. As far as I know they are tentatively looking at December 19th, just waiting back to hear from the event space. They will be voting to solidify it tomorrow at their business meeting. If anything new develops I'll do a part 2 to this report. (Dean's report 2: electric boogaloo). Love and miss you all can't wait to see you guys next time.

CRAYPAA: I have been in close contact with Vinnie (Chair), Shannon (CoChair) and Kate (secretary) of CRAYPAA. There was discussion at their last meeting about moving elections to January instead of June (when they formed) as to be best set up for their next bid. Vinnie provided a document with points of information to help the committee come to an informed group conscience. Discussion will continue at the next business meeting (Tues 11/15). I received a copy of their bid packet and will be going over it with my service sponsor (past ESCY Advisory) in order to give them the best service possible. They approved a Winter Extravaganza event which is to be cohosted with as many other NY YPAA committees as possible. Date tbd.

ROCYPAA: ROCYPAA plans on having their elections sometime in January and I'll be added to their meeting minute thread to stay updated.

Past Host Liaison: ...more will be revealed (aka, we don't have one yet)

Outreach: I have made contact with a few outreach chairs. Coming up with a game plan for future Outreach & ways to better serve NYS. More will be revealed!! Looking forward to serving with you all.

Prayer & Unity Chair: All I have to report is that I want to discuss doing a unity event the weekend we are up in Ithaca for the elections. If anyone has an idea of what they would like to do let me know. 😊

Web Chair: Working with ESCYPAA 8 web chair to process the audio recordings of Fri, Sat and Sun speakers for upload to our website. That's all for now.

New Business:

1. Erin brings up getting together as a committee for a unity event the weekend we all come up for elections. There is then discussion about various conflicts and possible solutions. Decided to make a survey to help Erin decide the details, since it is her call as Prayer and Unity Chair. Also discussed doing a Holiday Gift Exchange with a max of \$25 on gifts.

2. BOBBY makes following motion; Seconded by CORI
Bobby makes the motion to accept the additional \$2500 bringing the total amount for disbursement to \$5282.76 Cori seconds
Favor – 10
Opposed – 0
Abstentions – 0

3. JEFF brings up mid-year event
*falls to Prayer and Unity, and Outreach – Ad Hoch should be created
*making it in a warmer location option would be preferred
*Kayla asks where it rotates to next

Bobby motion to close 9:54pm Zack seconded
ERIN prayed us out at 9:55pm
Meeting Adjourned