

**WACYPAA Advisory Council Meeting Agenda
San Diego, CA. – November 2003**

Friday, November 28

10:00AM – open meeting

- Secretary reads minutes from last meeting

Officer Reports:

(Include a report on your territory)

- Chair – Jenn R. Outreach goals (maintaining current bid cities adding plus New Mexico, Las Vegas, Hawaii, bid packets, bid session time?, meeting w/ bid committees)
- Co-Chair – Mary L. (Oregon, BC)
- Secretary – Anthony G. (Arizona, New Mexico)
- Treasurer – Tami (Colorado)
- Hispanic Liaison – Val Q. (Nevada, Mexico)
- Native Liaison – Frank B. (Native Nations)
- Archivist – Phil C. (Utah)
- Mailing Chair – Kelley B. (Hawaii, Yukon)
 - Procedure for getting returned mail to update mailing list
 - Report on ICYPAA's new deliberation process
- Web Site Chair – Dennis W. (Northern California)
- Other Reports: Sydney T. (Idaho), Danny D. (Southern California), Kim W. (Montana), Rosie (Alberta), Grace D. (Wyoming), Moshe K.(Washington), Steve B.(Alaska)

Old Business:

- Clarify motion from mid-year
 - “Any proposed changes to advisory council documents should submit the exact language of their item to the chair to be placed on the agenda at least seven days before the meeting” Does this mean we can't have emergency proposals by 2/3 majority?
- Discussion about stuff that came out of the inventory (Addendum III)
- Motion at mid-year to leave YP mailing list to mailing chair discretion for the year and revisit at the conference (Kelley and Grace)
- Motion to add all of Mexico to the region (tabled at last meeting)
- Kelley's report on teleconferencing the mid-year mtg.
- Conference Guidelines, see Addendum II (Jenn)

Strategize for Q & A

Discuss Bid session

Would we rather start at 9:00?

Do we want to meet for a few minutes before?

4PM How to Bid/Q&A Session

****Break for dinner and main meeting**

Read all bid books tonight and speak to all bid cities (new advisors go around to bid cities with another advisor)

Saturday, November 29
8:00AM -??? Bid Session

Deliberations

New Business:

- Elections:
 - Chair
 - Co-Chair
 - Secretary
 - Hispanic Liaison
 - Archivist
- Add to Secretary position that minutes must be sent out to council members w/in 30 days of the last meeting (Jenn, Kelley)
- Addition to the host packet; suggestions about t-shirts, flyer design, keeping commitments (Kelley)
- How to better inform host committee of council budget and prudent reserve needs (Mary)
- Amends \$ from WAC II host committee member go to council or host committee? (\$400)
- PO Box, change address or keep in AZ?
- Outsourcing merchandise (Tami)
- Conference inventory (Tami)
- Any items of new business from mid-year inventory
- Plan announcement of new host city
- Plan meeting with the bid cities not awarded the conference
- Assign territories

Sunday, November 30
10:00AM – 11:00AM Meet with new host city

Addendum I (Kelley)

Host Committee Packet Suggested Changes

Addition to Timetable #4

*We suggest that a final conference flyer be created at least 6 months out from the conference date. This will help in cutting costs (mass copies are cheaper for the host committee) and in outreach.

Website Addition

*Correct email listing to council@wacypaa.org, or whatever is the correct email.

Suggested Election Format Reconciliation

In suggested election format, an Intergroup rep is suggested but not listed in positions. Also the GSL position suggests, “keeps activities visible to Intergroup/central office”.

*Add a position for the Intergroup rep “keeps the local Intergroup apprised of the activities of your host committee”, and state the GSL can “keep activities..., if there is no Intergroup rep on your committee”.

Budget Update

(to be put in budget section, not at end).

*Add costs as explained with “core” costs to advisory, so host committee knows the advisory costs as well.

Budget Addition (?)

T-Shirts/Merchandise

(at beginning?).

*Memorabilia is important to some of the people who attend WACYCAA, and host committee discussions can sometimes get excited and emotional about designs and how many of what will be created. Each host committee has had different experiences about this, but we can offer some general suggestions.

Trust your trusted servants in designing the conference logo and merchandise. Allow them to do their work in sub-committees, then bring a finalized product to the host committee.

Less is better. T-shirts can be big revenue but often don't make money at all. Plan for a small number of items, to sell out early. Don't plan on merchandise revenue to pay your bills.

Don't wait until the last minute. Research the best printers, etc to get a good price for your merchandise. One host committee had an outside vendor take over the responsibility of everything- the numbers of items and the cost and possible profit from it.

Some committees make one design, some have made a pre-conference design and a conference design for their merchandise. This can be a good outreach tool for your conference. Do what best fits your budget.

(put at end or don't use).

*Follow suggestions from budget section of host committee packet, i.e. “Don't discount t-shirts unless you are severely in the hole” and “people won't drink if they don't get a t-shirt”.

*is the suggested change.

Addendum II (Jenn)

WACYPAA Conference Guidelines

Return to your city and hold a well-publicized meeting of A.A.'s in your area to elect the principle officers and subcommittee chairs. The positions to be filled are as follows: chair, co-chair, secretary, treasurer, co-treasurer, facilities chair, outreach chair, registration chair, program chair and any other subcommittee chairs deemed necessary. All elections should be done using Third Legacy Procedure as it is outlined in the A.A. Service Manual.

Establish regular, well-publicized, accessible committee meetings open to all who wish to attend.

The facilities contract must be signed within 45 days of being awarded the conference by both a designated host committee member and the advisory council chairperson.

A detailed, complete and accurate registration flyer for the conference should be created as soon as possible; however, dates and hotel information should be omitted until a contract has been signed. The finished flyer should include:

- WACYPAA (Plus designated number i.e. WACYPAA VI or 6)
- “Western Area Conference of Young People in Alcoholics Anonymous”
- Dates of the conference (only after contract is signed)
- Hotel name, location, phone number and room rate (only after contract is signed)
- Committee contacts phone and email
- The website address www.wacypaa.org
- Spanish-speaking contact (phone number or email) and contacts for any other prevalent languages

The host committee is expected to consider the entire region for the purpose of making realistic preparations for any non-prevalent languages at the conference especially regarding the registration flyer, the printed program and translation at main meetings.

Thorough consideration for all cultural cross-sections who may attend the conference should be reflected in the program.

Commitments made by the bid committee should be honored by the host committee.

When choosing dates for the conference please consider your area and wherever possible the surrounding region by picking those dates with the least possible conflict.

The committee should strive to follow the principles found in A.A.'s Twelve Steps, Twelve Traditions and Twelve Concepts for World Service as well as WACYPAA's Facts, Aims and Purposes to the best of its ability.

The advisory council asks for accommodation for the following scheduling needs:

- Small meeting room for advisory meetings Friday morning – Sunday evening
- Space for the Q&A/How to Bid Session and WACYPAA delegate reports on Friday afternoon (1 ½ hours)
- Space for the Bid session Saturday morning – Saturday afternoon
- A few minutes at the end of the main meeting Saturday for advisory announcements

All events should be planned with the primary purpose of carrying A.A.'s message in mind and admission to such events should be a suggested donation.

The host committee should coordinate with the advisory council website chairperson in regards to the website and email list.

The host committee shall elect three of its members 2-3 weeks prior to the conference to serve on advisory council; the committee shall also designate three alternates and one delegate using the criteria and procedure outlined by the advisory council.

All net proceeds from the conference after advisory council "core" expenses and donations of up to 50% of the remaining proceeds to A.A. service bodies in the host committee's area will be turned over to the WACYPAA advisory council for their disposition following the conference. Each host committee will have sixty days after the close of its conference to forward a financial statement and the net proceeds to the advisory council treasurer.

Collect fliers and other memorabilia throughout the year to be turned over to the council archivist at the end of the conference.

We strongly encourage the members of the host committee to take advantage of the experience, strength and hope of council members both past and present.

Addendum III

WACYPAA Advisory Council Inventory Minutes

Inventory Questions

- (1) What is the basic purpose of the advisory council and who does it serve? Are we fulfilling that purpose?
- (2) Does the "group" feel that we are AA first or young people first?
- (3) Does our "group" use the traditions and concepts in decision making?
- (4) Does our "group" make informed decisions or do we rush? Do we seek substantial unanimity?
- (5) Does anything we do affiliate, endorse or bind the group, actual or implied, to an related facility or outside enterprise?
- (6) Does the "group" place emphasis on money, property and prestige rather than the spirit of self-sacrifice and service?
- (7) What example has been set with regards to the rotation of officers on the committee? Do we practice the 9th tradition?
- (8) Mindful that holding office is a great responsibility not to be viewed as the outcome of a popularity contest, are we choosing officers with care?
- (9) What actions would you recommend to lead us to be a stronger spiritual entity?

Inventory Discussion

- We should all serve a maximum of 4 years whether we fulfill our full term or if someone steps in to take our place. Maximum for that position should be 4 years.
- I feel you have to have money to serve as an advisory council member and that it would be great if we moved toward being fully self supporting.
- We tie ourselves for the merchandise, instead of out-sourcing it. We tie ourselves to the hotel for room blocks and possibly for banquets. Room blocks are necessary but are banquets and merchandise??????
- We don't work with the same hotels, tapes or t-shirt manufacturers (assuming I meant NO to the question) but we do (or the host committee's do) have a problem with too much emphasis on merchandise
- There was some discussion of the hastiness of our decision-making processes especially in regards to the Texas decision.

- We use the concepts and traditions in our decision-making. We are therefore able to attract a slightly older crowd.
- We are plugged into mainstream AA perhaps even more than other ypaas conferences
- The purpose of the advisory is to oversee the conference and we serve the "conference". We are the board of directors and have finally authority with the conference.
- It's not clear what we do. It's not clear to anyone even advisors who are new to the council. IS council the governing body of the conference or simply it's guardians
- We are guardians, representatives, custodians, "service sponsors"
- Our goal is to reach alcoholics especially young alcoholics and alcoholics who haven't been reached
- Sometimes advisory council is seen as a prestigious position and we are, at times racked with "rock star-ism".
- We need to apply more action and stick-to-it-ness more openness.
- We need to find a way to remain more open with the people and groups we serve.
- Advisors have become lethargic and unmotivated. How do we keep our enthusiasm?
- We need to make sure we were serving the needs of the people who were attending the conference, rather than worrying overly about serving the needs of people who weren't coming.
- We need to work on showing up and keeping commitments
- Work harder at nurturing bids in our area
- We talked about applying the spiritual principle of anonymity as a council in our actions and attitudes
- Discussion about doing an inventory where conference attendees can participate
- Mid-year meeting alternatives (phone conference, teleconference)
- Open business meetings
- Discussion about being more accountable, keeping up momentum as council, fulfilling our duties
- Making slow decisions
- After announcing new host city announcing that council will be in a certain location for a certain amount of time if other bid cities would like to speak with us (instead of current practice)

- Refocusing on FAP - reaching previously overlooked instead of #'s, money and a great party
- More active role with bids committees (soliciting bids)
- Focus on outreach to Mexico, Alaska and Canada
- Ask host committee what we can you for them
- Use Q&A session more effectively
- More active outreach
- Use mid-year meeting more effectively
- Reminder that council is a year-round commitment (not just twice a year)
- Use the traditions as a mirror rather than a shield
- Successes:
 - Childcare
 - Translation

Native Panels