

WACYPAA Bid Committee Packet.

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Bid Committees:

Each year at the annual Western Area Conference of Young People in Alcoholics Anonymous bid committees attend from all over the western area in hopes of being granted the opportunity to host a WACYPAA in their area. In order to be considered a potential site for next year's conference:

- Some members of the committee must attend the conference.
- A bid package which demonstrates the completion of all 10 bid requirements must be turned in to advisory council by midnight on Friday the night before the bid session.
- The committee must attend the bid session (usually Saturday) and present their committee to the advisory council and the rest of the conference in whatever manner they see fit. After which the Council will have the opportunity to ask them questions about their committee and the 10 requirements.

After all of the bids have been presented, the advisory council (a rotating body made up of past WACYPAA host committee members) convenes to choose, by third legacy procedure, the site for next years conference. The announcement of the new host city takes place that night at the main meeting. On Friday of the conference there is an open Q & A session with the advisory council; all bid cities are encouraged to attend.

This packet is intended to help Bid Committees prepare a bid for WACYPAA. The information is based on the cumulative experience of past bid and host committee members and is meant as a suggestion only.

It is strongly suggested that bid committees uphold the spirit of the Twelve Traditions and Twelve Concepts for World Service. There are many useful resources available for assisting in this process, such as The Twelve Steps and Twelve Traditions and the AA Service Manual. The advisory council is also available as a resource. Included in this packet is an advisory council phone list, feel free to use it. Please contact us with any questions.

You can find us at www.wacypaa.org along with a plethora of other useful information.

WACYPAA Advisory
Council. P.O. Box 40313.
Phoenix, AZ. 85067

WACYPAA ADVISORY COUNCIL LIST

WACYPAA Advisory Council

www.wacypaa.org

Facts, Aims, and Purposes of WACYPAA

WACYPAA was conceived at the 1996 ASCYPAA (Arizona State Conference of Young People in AA), and was later founded in Anaheim, California on September 8th, 1996 at the 39th ICYPAA (International Conference of Young People in Alcoholics Anonymous) in a meeting of AA members from around the region to be served by WACYPAA. At that meeting the region was defined as the states of: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming; as well as Baja California Norte, Baja California Sur, Chihuahua, Durango, Sinaloa, Sonora, and the Canadian Provinces of British Columbia, Yukon Territory, and Alberta. Each year, the conference must be held within this region.

The purpose of WACYPAA is to build and strengthen unity in Young Peoples Groups in Alcoholics Anonymous in the western area of North America and Hawaii. **The focus is especially to reach those areas which historically had little exposure to such conferences. The WACYPAA Advisory Council and the members of the Conference will encourage the participation from all states, provinces, and countries within the scope of the Conference. All bids will be given equal consideration regardless of size, population, or location.** We recognize that not all AA members will find our conference necessary to their recovery from alcoholism, we seek only to provide it for those who find it desirable.

At the Anaheim meeting, the state of Arizona was tentatively chosen as the site for the first WACYPAA. The Arizona group was to present their bid in February 1997 at the All California Conference of Young People in Alcoholics Anonymous in San Francisco. Seven AA members volunteered to attend and serve as a temporary advisory council for the purpose of approving Arizona's bid, or to solicit further bids at a later date if the Arizona bid was not deemed to serve the best interests of the region. Once an initial site is chosen, a bid session will be held annually at each subsequent WACYPAA where a site will be chosen for the next year's conference. Any group of three or more AA members from within the region is welcome and encouraged to bid for a chance to host a WACYPAA in their local area.

Each year, AA conferences provide overwhelming evidence that large numbers of alcoholics are achieving a lasting and comfortable sobriety in Alcoholics Anonymous. These conferences offer an environment for celebration of our sobriety, as well as an opportunity to meet and share experience, strength, and hope with AA members who reside in areas other than their own.

If you have any questions, or comments, please write to:
WACYPAA Advisory Council
PO Box 16423
Phoenix, AZ. 85011

If you would like to host a WACYPAA in your area, the following are a list of requirements for committees to present to the WACYPAA Advisory Council, at the next WACYPAA. If you have any questions, please write to us at:
WACYPAA Advisory Council
PO Box 16423
Phoenix, AZ. 85011

Bidding Requirements for WACYPAA

1. Each bidding committee must have at least three AA members who have been continuously sober for a minimum of one year.
2. Bidders must have commitments from at least two appropriate facilities (Hotels, Universities, Convention Centers, Gymnasiums, etc.) so sized as to accommodate the entire conference. Please include proposed dates for the conference and a showing of available meeting space. The cost of the facility must be included. Bidders must provide information regarding housing for attendees, including cost and accessibility to the proposed conference site. If awarded the conference, the host committee agrees to have a signed contract within 45 days.
3. Bidders must provide a permanent mailing address for their committee, and if available provide an email address also.
4. A letter of assurance from a local AA service body (district, intergroup, etc.) and state YPAA conference advisory council, if applicable, that no large scale AA activity will be held in the proposed general service area within a period of 30 days before, and 30 days after the proposed conference dates, is required.
5. Please demonstrate how the bid committee has been involved with General Service (some have chosen to get a letter of support, or to show how their group was active in area or district service).
6. Bid committees should be able to demonstrate financial autonomy and responsibility, within the spirit of the 12 Traditions of AA.
7. Bidders must show the WACYPAA Advisory Council that they have compiled the necessary research to determine the effects that Federal, State, Provincial, and/or local taxes would have on the proposed conference.
8. If awarded the conference, the new host committee must agree that all proceeds, after conference and "core" advisory expenses and donations of up to 50% of the remaining proceeds to AA service bodies in their area, will be turned over to the WACYPAA Advisory Council for their disposition following the conference.
9. Bids can take no longer than 20 minutes to present.
10. Please draft a statement illustrating the reasons why you wish to host a WACYPAA in your area.

The WACYPAA Advisory Council suggests that you meet with the Advisory Council member assigned to your area to study the annual AA calendar in Western North America to find a time that will offer the least potential for conflict with other AA functions. Bidders should do the research necessary to determine the months with the least amount of conflict with other AA conferences in their region. All potential bidding cities are encouraged to consider the entire region for the purpose of making realistic preparation for any non-prevalent languages at the conference. We suggest that hotel information is omitted on the proposed registration form, and that only the projected month and year be stated. This is to address the issue of potential host cities not having signed hotel contracts. Revised 8/20/05.

Suggested Election

Format. MOMENT OF

SILENCE. PRAYER.

GO AROUND THE ROOM AND HAVE EVERYBODY INTRODUCE THEMSELVES. ASK FOR MOTION TO ADOPT THIRD LEGACY VOTING PROCEDURE. DISCUSSION.

ASK FOR MOTION TO ACCEPT PROPOSED POSITION TIME

REQUIREMENTS. BEGIN ELECTIONS.

ELECT, IN ORDER, THESE POSITIONS CHAIR, SECRETARY, TREASURER, CO-CHAIR, HOTEL/FACILITIES CHAIR, OUTREACH COMMITTEE CHAIR, PRAYER PERSON (if you choose to have one), INTERGROUP REP and GENERAL SERVICE LIASION.

THIRD LEGACY PROCEDURE.

TAKEN VERBATIM FROM THE BEGINNING OF PAGE S41 FROM THE SERVICE MANUAL.

PEOPLE WHO WISH NOT TO VOTE SHOULD SAY SO BEFORE THE VOTING PROCESS AND WILL NOT BE COUNTED WITH THE TOTAL VOTE. ABSTENTIONS FOR ELECTIONS ARE NOT INCLUDED WITH THE ENTIRE VOTE.

THIRD LEGACY PROCEDURE:

1. HAVE EVERYONE IN THE ROOM SAY EITHER AVAILABLE, OR UNAVAILABLE FOR THE POSITION.
2. ASK EVERYONE WHO SAID THEY WERE AVAILABLE FOR THE POSITION TO GIVE A BRIEF SERVICE HISTORY, INCLUDING SOBRIETY DATE, AND REASON FOR WANTING THE POSITION.
3. THE VOTING IS DONE BY SECRET BALLOT, EVERY MEMBER CAN VOTE FOR ONLY ONE CANDIDATE.
4. THE FIRST CANDIDATE TO RECEIVE 2/3 VOTE IS ELECTED.
5. AFTER THE SECOND BALLOT (ASSUMING THAT NO CANDIDATE RECEIVES 2/3 VOTE IN THE FIRST BALLOT) ANY CANDIDATE HAVING LESS THAN ONE FIFTH OF THE TOTAL VOTE WILL BE WITHDRAWN AUTOMATICALLY, EXCEPT THAT THE TOP TWO CANDIDATES MUST REMAIN, (IN CASE THERE ARE TIES FOR SECOND PLACE THE TOP CANDIDATE AND THE TIED SECOND PLACE CANDIDATES REMAIN).
6. AFTER THE THIRD BALLOT, CANDIDATES WITH LESS THAN ONE THIRD THE TOTAL VOTE WILL BE WITHDRAWN AUTOMATICALLY, EXCEPT THE TOP TWO CANDIDATES MUST REMAIN (IN CASE THERE ARE TIES FOR SECOND PLACE THEN THE TOP CANDIDATE AND THE TIES FOR SECOND PLACE REMAIN).
7. A FOURTH BALLOT IS CONDUCTED.
8. AFTER THE FOURTH BALLOT IF NO CANDIDATE HAS TWO THIRDS OF THE TOTAL VOTE THE CHAIRPERSON ASKS FOR A MOTION, SECOND, AND MAJORITY OF HANDS ON CONDUCTING FIFTH AND FINAL BALLOT (IF THIS MOTION IS DEFEATED, BALLOTING IS OVER AND WE GO IMMEDIATELY TO THE HAT). IN CASE THEIR ARE TIES FOR SECOND PLACE THE TOP CANDIDATE AND TIED SECOND PLACE CANDIDATES REMAIN.
9. IF THE MOTION CARRIES A FIFTH AND FINAL BALLOT IS CONDUCTED. IF NO ELECTION OCCURS THIS TIME, THE CANDIDATES NAMES WILL BE PLACED IN A HAT AND THE FIRST NAME DRAWN IS THE WINNER.

Additions to elections that are not a part of third legacy.

TIME REQUIREMENTS TO BE DECIDED ON A POSITION BY POSITON BASIS

WACYPAA BID COMMITTEE POSITIONS.

A TRUSTED SERVANT IS?

The group elects a Trusted Servant. The person acts with the good of group in mind. They are in that position because the group trusts that they will act in the interest of the group. This is not a chore or unwanted duty. If anyone is elected to a position and does not want it please, for the good of the group, decline and give someone who wants the opportunity to be of service to their group.

Chairperson.

Maintains order and runs the regular business meetings, delegates responsibility, keeps overall responsibility to group in mind, resolves committee problems as they arise, upholds group conscience and traditions.

Co-Chair.

Takes on the duties of the chairperson when the chair is not available. The co-chair helps the overall group by assisting all position holders and committee members.

Secretary.

Responsible for taking minutes during business meetings (recording discussion and documenting motions, etc...), furnishing committee phone list, collecting archives and all other assigned duties.

Treasurer.

Responsible for the financial aspect of the committee, taking money, making deposits, accurately recording transactions, creating a budget and keeping the group informed of financial status.

Hotel / Facilities Chair.

Investigates all possible event locations for the conference, entails hotel/venue negotiations, and main meeting sight negotiations (if different from conference site).

General Service Liaison .

Keeps activities visible to intergroup/central office, district and area. Attends local assemblies and establishes contacts throughout the area, responsible for obtaining letters of support.

Events Chairperson .

Plans and coordinates events throughout the year with the purpose of carrying the message of AA, outreaching WACYPAA and having fun. Some such events are speaker meetings and dances, workshops, campouts, etc... We strongly suggest always including a free of charge speaker meeting with all events to carry the message of AA.

Outreach Chair.

Everybody is a member of the outreach committee. The outreach chair is responsible for informing local and regional AA's about WACYPAA primarily through attending conferences, assemblies, round-ups, other AA meetings and passing out fliers and making announcements. Outreach is integral to the success of WACYPAA so it may be beneficial to form a subcommittee to take on this enormous responsibility. It is also strongly suggested that as a part of this committee you elect or appoint liaisons to specific communities in your

area which are often otherwise overlooked, specifically; Native American Liaison, Hispanic Liaison, Gay and Lesbian Liaison and Alanon Liaison.

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Prayer Person.

Leads group in closing prayer, may find it necessary to pray before a vote or interrupt heated discussion during business meetings for prayer. Is responsible for the overall spiritual welfare of the committee.

Arts & Graphics Chair.

Responsible for supplying committee with fliers, provides artwork for logo and merchandise (if the committee chooses to have merchandise).

WACY PAA Bid Committee Business Meeting Suggested Format.

- Open meeting with prayer.
- Have someone read WACY PAA Facts, Aims and Purposes.
- Have someone read Twelve Traditions.
- Secretary read minutes from last meeting.
- Vote to accept minutes as read (or make appropriate changes).
- Committee Reports:.

Chair.

Co-Chair.

Secretary.

Treasurer.

Facilities/Hotel Chair.

Outreach.

Events.

General Service Liaison.

Arts and Graphics.

Etc....

- Old business.
- New business.
- Seventh tradition.
- Announcements.
- Close with prayer.

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Hotel History.

WACYPAA I: (Ramada Valley Ho, Scottsdale, AZ)

Dates: 12/31/97-1/02/98
Peak Flow: 1500
Approx. Registrations: 500-
700 Pre-registrations: 143
Room Rate: \$79.00/night
Room Block: 160
Room pickup: 270 (Fri. 120, Sat. 150)

WACYPAA II: (Portland Marriott, Portland, OR)

Dates: 12/31/98-1/02/99
Peak Flow: 1700-2000
Approx. Registrations: 1100
Pre-registrations:
Room Rate: \$79.00/night
Room Block: 180
Room Pickup: 450 (Wed. 8, Thur. 122, Fri. 149, Sat. 145, Sun. 16)
WACymart Revenue (to hotel): \$6800.00
Vending Machine Revenue (to hotel): \$3000.00
Total committee cost for coffee/Sunday breakfast/cakes (to hotel): \$4000.00
NOTE: The host committee blocked more rooms after the initial agreement was signed but they were only bound to the original agreement of 180 room nights total.

WACYPAA III: (Hilton Downtown, Salt Lake City, UT)

Dates: 11/26/99-
11/28/99 Peak Flow: 1000
Registrations: 974 Pre-
registrations: 351 Room
Rate: \$89.00/night Room
Block: 150
Room pickup: 214

WACYPAA IV: (Hyatt Regency San Francisco Airport, Burlingame, CA)

Dates: 12/29/00 -
1/1/01 Peak Flow:
Approx. Registrations:
Pre-registrations: 313
Room Rate:
Room Block: 300
Room pickup: 952 (Sat. 280) WACymart
revenue (to hotel): \$5324.05
24-hr. Deli revenue (to hotel): \$12,442.00

WACYPAA V: (Denver DoubleTree, Denver, CO)

Dates: 12/28/01-1/1/02
Peak Flow: 1400
Approx. Registrations: 1050
Pre-registrations: 300
Room Rate: \$69.00/night
Room Block: 200
Room pickup:

WACYPAA VI: (Billings Holiday Inn Grand Montana, Billings, MT)

Dates: 8/29/02-9/1/02
Peak Flow: 700
Approximate Registrations: 500
Room Rate: \$69/night
Room Block: 250/night

WACYPAA VII: (San Diego, CA)

Dates: 11/21/03-11/23/03
Peak Flow:
Pre Registrations: 451
Approximate Registrations:
Room Rate:
Room Block: 426 for entire weekend
Room pickup: 496

WACYPAA VIII: (Paradiso Resort, San Carlos, Mexico)

Dates: 12/30/04-1/2/05
Peak Flow:
Approximate Registrations: 500 prereg, 500 at conference
Room Rate: \$101.40-186.53/weekend (depending on # in room and location of room including 6 meals)

WACYPAA IX: (Vancouver, BC)

Dates: 12/29/05-1/1/06
Peak Flow:
Approximate Registrations:
Room Rate: \$109/night (Canadian)
Room Block:

WACYPAA X: (Seattle, WA)

Dates: 12/29/06-1/1/07
Peak Flow:
Approximate Registrations:
Room Rate: \$99/night
Room Block:
Room Pickup: 689

WACYPAA XI: (Doubletree Riverside, Boise, ID)

Dates: 1/18/08-1/20/08
Peak Flow:
Pre-Reg: 400
Approximate Total Registrations: 620
Room Rate: \$89/night
Room Block:

WACYPAA XII: (Grand Sierra Resort, Reno, NV)

Dates: 12/30/08-1/02/09
Peak Flow: 1800
Approximate Registrations:
Pre-Reg: 500
Total Registrations: 1540
Room Rate: \$99/night
Room Block: 310
Room Pick-Up:
Banquet: \$10,500
Deposit: Master account, \$7500 due 14 days prior to conference, sold banquet tickets for that, rest due 30 days post.
Meeting Space: Complimentary
Coffee: none
Food and Beverage: \$14000, covered by Wacymart and New Year's Dinner
Complimentary rooms: one room per 50 sold

WACYPAA XIII: (Eugene Hilton, Eugene, OR)

Dates: 12/31/09-1/03/10
Peak Flow:
Approximate Registrations:
Pre-Reg: 300+
Total Registrations: 1400
Room Rate: \$89/night
Room Block: 350
Room Pick-Up:
Deposit: good faith deposit of \$1000 due at signing, credit check and master account, bills settled after conference
Meeting Space: free if 85% of room block reached
Coffee: sold at Wacymart
A/V: \$4,255 for 5 days
Food and Beverage: \$4,500 in contract, reached

Complimentary rooms: one room per 50 sold

Key Points When Approaching Hotels

- This is a non-profit group of mostly younger people.
- Our hope is to have an event that is diverse, attractive and affordable. One of our primary considerations is that our attendees will be coming from around the U.S., Northern Mexico and Canada so the need for a *cost conscious* event is required.
- Include prior WACY PAA hotel contracts
- Desired Dates: (What your area thinks is best)
- Estimated Room Block:
Thursday (low number), Friday, Saturday, Sunday (low number)
- Coffee and water stations in all meeting rooms

Tentative Schedule/Space Needed:

General - Weekend:

- 24hr. Marathon Meetings starting @ 2PM Friday until Sunday morning 8:00AM
- Bilingual forum: English/Spanish Alternating

Friday:

- Friday night opening meeting (ballroom): 8:00-10:00PM
- Dance or dances (ballroom): 10:30 - 1:00 or 2:00AM
- Secure a room for advisory council meetings

Saturday:

- Specialized meeting rooms for panels and workshop: 10:00am until 5:30pm
- As many rooms as you think are needed - Seating 30-50 people
(*Shoot high; you may negotiate down later if required*)
- 1 large meeting room for bidding session 10:00am - 6:00pm
- Possible off site activity
- Main Meeting
Starting @ 7:00pm
- Possible Banquet Dinner - DO NOT OFFER THIS IN INITIAL NEGOTIATION - Use it as leverage if required (cost not to exceed \$20.00/person)
- Opening Meeting ceremonies @ 8:00pm (countdown, role call)
- AA meeting 8:30pm-10/10:30pm (depends on announcements)
- Dance or dances to follow 10:30pm-1:00 or 2:00am

Sunday:

- Closing meeting 11:00am-12:15pm

Other Suggestions:

- Pool hours extended 24hrs.
- The group agrees to comply with hotel security on any issues involving noise or other disturbances
- Nightly room rates will be extended to 3-5 days prior to and after conference dates
- Group is aware of any entertainment advantages that are associated with staying at the hotel
- Registration/WACY PAA memorabilia sales area will be available near the lobby
- All hotel A/V equipment will be available for our use at no additional charge and any outside entertainers (DJ's/Bands) will provide their own equipment at no additional charge
- Designated smoking lounge area
- DO NOT spread the conference activities too far apart. Keep as much of the activities (meetings, social activities, registration, etc...) as possible in the same area

If off site events required have only the main speaker meetings and dance off site.

Most of all, please remember to have fun and spread the joy of service throughout young people's AA. Thank you for all of your work and willingness to support WACYPAA. The bid committees are the lifeblood of our conference and we are so very grateful.
Please enjoy your experience in bidding for WACYPAA!!

The WACYPAA Advisory Council