

KCYPAA

How to Bid and Host a Conference

Created by the KCYPAA Advisory Committee

Last Update: November 2017

*Information in this document was obtained from Advisory members, and documents from ICYPAA and GCYPAA

*For further information, please visit

<http://www.gcypaa.com/gcypaa-for-drunks> or <https://www.icypaa.org/advisory-council-documents>

Introduction

The purpose for this document is to inform and educate those who are interested in service with young people in Alcoholics Anonymous. The Advisory Council hopes this document will help to share our experience, strength and hope by sharing what we know about participating in the Kentucky Conference of Young People in A.A. As council members. We are well aware that learning how to serve in a committee is quite a foreign concept in the beginning, and we hope this document will shed some light on the service aspect of a YPAA committee. Please consider this document as a suggestion and understand this should be used as a resource when forming a host and or bid committee.

Advisory Council

What do we do?

An advisory council is set in place to ensure that a conference is held in the state of Kentucky annually. Our mission is to assist members of the host committee in every aspect of hosting the convention. We also help anyone who is interested in forming a bid committee and encourage fellow AA's to form a bid committee if there is no one interested. We advocate for KCYPAA throughout the year and outreach events as well as work on getting registrations for the upcoming convention.

How is advisory formed?

An advisory member is someone who has served successfully on a host committee and was elected by that committee to rotate on as an advisory member. An advisory member is elected into a five year service commitment which will operate similarly to a host or bid committee, but our primary purpose is to help host and bid committee's for future KCYPAA conferences.

Alternates: A host committee will also elect two alternates who agree to serve on the advisory council in place of an elected member who must step down. The alternates will resume the five year term at the point from which their conference completed. Alternates are not able to vote unless they have been rotated onto advisory as a council member or they are standing in for a council member at a business meeting.

We are here to help your committee!

The primary purpose of the advisory committee is:

- a) to serve those who are interested in being involved in service with KCYPAA
- b) to encourage those who are not interested to become interested in service with KCYPAA
- c) to educate those who have not heard of KCYPAA about how to be of service on a YPAA committee.

How to form a Bid Committee

Steps to Take when Forming a Bid Committee

1. Carefully review all bidding requirements.
2. Announce your intent to form a bid committee at local young people's meetings to strike up interest.
3. Inform advisory council of your intent to bid.
4. Set a date/time/place to hold bid committee elections.
5. Announce your bid committee elections and encourage all aa members to attend and get involved.
6. Contact advisory council, current host members, or another AA member who can assist in running your elections using 3rd legacy voting procedure (found in the AA Service Manual). You will also want to ask someone to take minutes.
7. Hold elections. The first round of elections should consist of your steering committee officers. (Chair, Co-chair, Treasurer, and Secretary)
8. Set up your first official bid committee meeting at the close of elections.

*General information on how to start at YPAA can be found here:

<https://www.icypaa.org/advisory-council-documents>

Elect these Suggested Positions:

Chairperson: responsible for the overall functioning of the committee. Chairs all bid committee meetings in accordance with bid committee guidelines. Ensures completion of tasks by individual committee members.

Co-Chair: assists chair in the overall functioning of the committee and chairs the business meeting in the absence of the chairperson.

Treasurer: responsible for handling, depositing, and keeping accurate records of ALL committee funds. Must be prepared with current funds and an income/expense report at each committee meeting. Will be responsible for the budget portion of the bid package.

Secretary: Records minutes at committee meetings including word for word motions and key talking points. Sends minutes out to the committee for review after each meeting. Keeps attendance at meetings.

Outreach chair: responsible for outreaching all committee events, meetings, and functions. Works closely with the Events, Website and Graphics Chairs in order to produce outreach materials for all scheduled events. Distributes flyers to A.A. clubhouses, Intergroups, Central Offices, treatment centers, individual members, and meetings.

Events chair: coordinates all events. Including: type of event, date/time/place, speakers, food/beverages, suggested donation amount, music/dj, activities, etc.

Web chair: creates and manages social media accounts(i.e. secret facebook page). Creates and manages a website if necessary.

Graphics chair: designs committee event flyers, merchandise, etc.

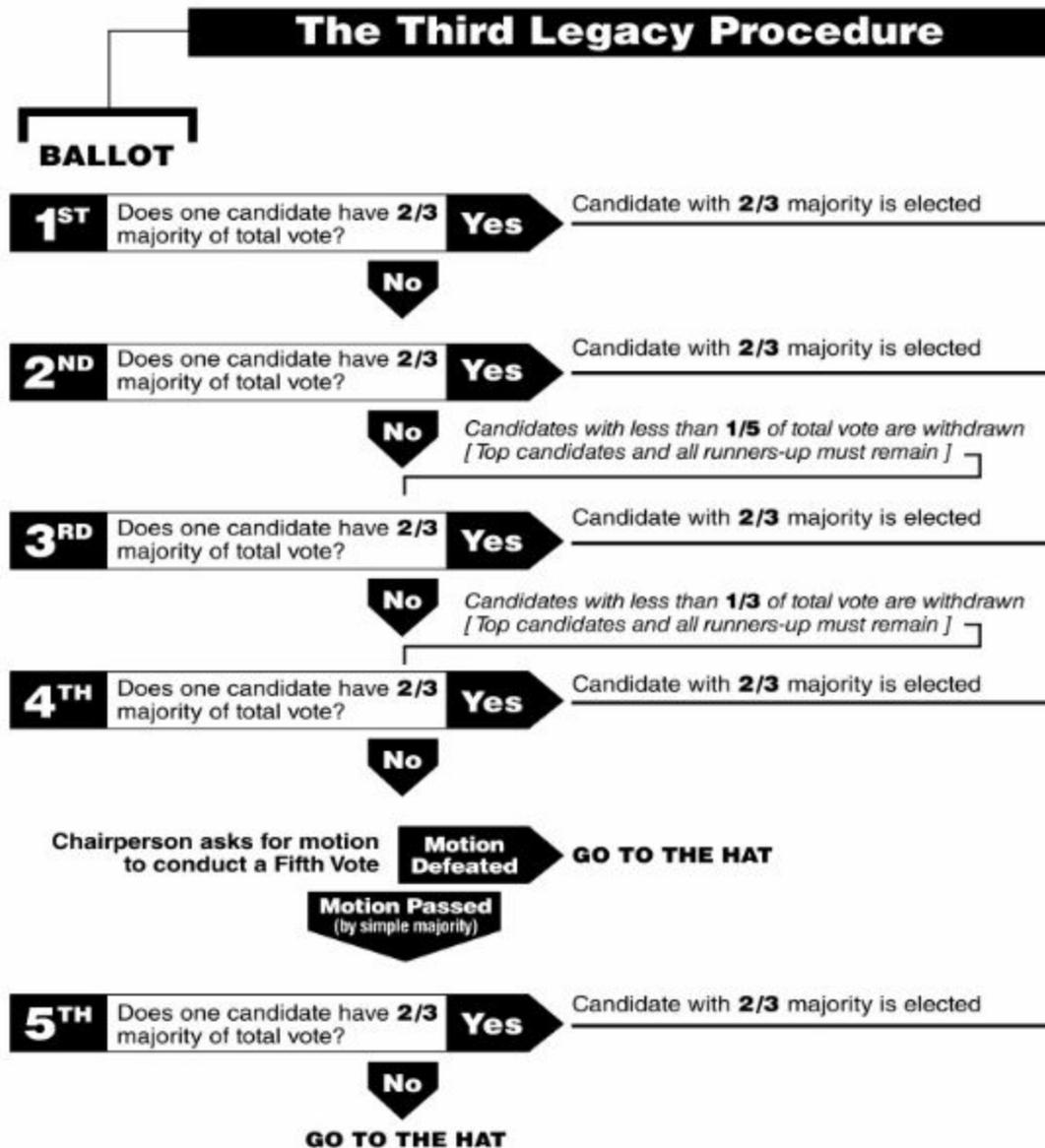
Hotel chair: responsible for compiling contracts/information for hotels suitable to host KCYPAA per the bid requirement.

Bid package chair: responsible for compiling all necessary information into a bid package to present to advisory council during bid session at the conference.

*** Elections must be carried out by Third Legacy Voting procedure**

Third Legacy Voting Procedure

*A detailed description of this voting procedure is also found in the AA Service Manual



Example of Chairperson's Agenda:

Date: 11/15/2017

I. Open meeting with Serenity Prayer

II. Pass 7th Tradition Basket

III. Statement of Purpose and Concepts

IV. Reports:

A. Chairperson

B. Treasurer

C. Secretary

D. Outreach

E. Speaker Selection

F. Events Chair

G. Hotel Chair

H. Website Chair

I. Arts/Graphics Chair

J. Treatment Chair

K. Merch Chair

V. Old Business

VI. New Business

A. Pre-Conference Merchandise

B. Facebook page

C. Contract Negotiations

D. Begin thinking of theme

E. Elect Positions Needed

VII. Close with the Lord's Prayer

HOW TO MOTION/VOTE AT A BUSINESS MEETING:

The group conscience is the collective conscience of the group membership and thus represents substantial unanimity on an issue before definitive action is taken. The group members, through sharing information on individual points of view and the practice of AA principles achieve this. To be fully informed requires a willingness to listen to minority opinions with an open mind. On sensitive issues, the group works slowly, discouraging formal motions until a clear sense of its collective view emerges. Placing principles before personalities, the membership is wary of dominant opinions. Its voice is heard when a well-informed group arrives at a decision. The result rests on more than a yes or no count-precisely because it is the spiritual expression of the group conscience. The term "informed group conscience" implies that pertinent information has been studied and all views have been heard before the group votes.

MOTIONS

Motions: A motion is a proposal that the committee take a certain action. A member who obtains the floor makes it. A member obtains the floor by raising his/her hand and saying, "I would like to make a motion" (which is equivalent to saying, "I propose that"...) and then stating the action proposed. Every motion, or point of new business, should be in writing and, given to the secretary/chair at the beginning of the meeting. This does not include motions that may arise as a result of committee reports, motions that stem from discussion or procedural motions that result from, and directly pertain to, any motions being discussed. After a motion is made, the chairperson asks for discussion on the motion. A motion is to be clearly stated so that the secretary can write it down. Before voting on the motion the secretary reread the motion aloud as written. Since motions can be tweaked or changed during discussion, writing the motion down prevents any confusion over what exactly the group is voting for.

Seconding Motions: Every motion must be seconded or the motion dies. This prevents wasting time by considering a motion that the group clearly does not support. Another member saying "I second the motion," or "I second it" seconds a motion. A person does not need to ask to obtain the floor in order to second a motion.

Discussion: Discussion allows the group to examine all points of view in order to form an educated opinion of the motion on the floor. It is imperative both to remain open minded during discussion and to be mindful of the feelings and/or opinions of the person making the motion. Keep in mind that everyone is equal in Alcoholics Anonymous: A motion may seem trivial to you but it may be extremely important to the person making it. Discussion is the time to ask questions and to suggest amendments (see 1.4). The

object of discussion is to hear the views of all interested members so that every member has enough information to make an educated vote.

Amendments: Amendments are made during discussion of the motion. An amendment is offered as a suggested change in a motion, (“More will be revealed” Big Book p164). After an amendment is proposed the person who made the original motion is asked, “Will you accept the amendment?” If the amendment is accepted, the person who seconded the motion is asked, “Will you accept the amendment?” If both the person who made the original motion and the person who seconded the motion accept the amendment, it is added to the original motion. The secretary will subsequently include the amendment and read the amended motion before the final vote.

“Motion to Call the question”:- A motion to “Call the question”, is a procedural motion that can be called at any time by any member. A motion to “Call the question” is a preemptive motion; it is used to prevent forceful personality types from railroading motions through without allowing enough time for discussion. A motion to call the question is a vote to decide whether it is appropriate to vote on the current motion on the floor. A majority vote is required in order to pass a motion to call the question. If the motion to call the question fails discussion continues. If it passes the question is called.

“Calling the question”: This is the vote on the current motion under discussion. The chair will ask if everybody is ready to make an informed vote on the motion. The secretary then reads the current motion including amendments. The chair then calls the vote.

VOTING

Voting (other than elections): Voting comes after a member, other than the chair has called the question. The chair is then to decide whether the vote needs to be passed by majority, or 2/3. If any member in the group is opposed to the chair's decision of voting by majority or 2/3, they may make a motion to veto that decision. The chair's decision to vote by majority or by 2/3 can be vetoed by the group by calling a procedural motion to veto (see 1.3). Voting is done by hand raising.

Group Conscious: A group conscious is by AA definition “substantial unanimity” or a nearly united decision. In Alcoholics Anonymous, great pains are taken to hear the voice of the minority. Therefore, a group conscious is when the vote is nearly unanimous and even those opposed to the vote are willing to abide by the vote for the good of the group.

A vote “for”: This means that you are in favor of the motion under discussion without reservation

A vote “against”: This means that you are against of the motion under discussion without reservation

Abstentions: This could mean any one of the following things:

- a) You don't have enough information to make an informed decision;
- b) You are not concerned enough with the outcome of the vote;
- c) You feel that motion has become too loaded and feel that voting has lost its relevance.

If there are significant number of abstentions (1/3 or there about of the total vote), discussion is reopened until a second round of voting is called. If, after the second round of voting, there are still a number of abstentions (roughly 1/3 of the total vote), the chair will table the motion so that it can be further discussed and voted on either later in the meeting or at a later date.

Tabling motions: Tabling a motion is an effective way to stop unproductive discussion and alleviate the pressures of a heated debate over any given issue. Motions should be tabled when:

- a) The group cannot reach “substantial unanimity” and achieve a group conscious in regards to a motion;
- b) There is not enough time to adequately discuss the merits of a motion
- c) There are pressing matters at hand that the group must deal with before voting on a given motion.

Majority Vote: When voting on procedural or relatively trivial matters, a majority vote is usually all that is required. Voting by majority increases the flow of the meeting and increases its productivity. Most voting during committee business can be done this way. A majority vote is 51% of all voting members present in the room.

Minority opinion: After voting occurs the chair will ask if anyone in the minority would like to speak on the vote which just passed or a point they wish the voters to hear. The minority opinion is a treasured and valued commodity in Alcoholics Anonymous. It is an effort to let the minority or losing faction of a vote an opportunity to reiterate their position. It is an opportunity to review all relevant facts made by the losing voters and make a decision on whether or not a compelling enough case is stated to change your mind on how you voted. Minority opinion is only a time for the minority to speak.

The Legacy of Service affirms our faith in the democratic ideal of majority decision, the group conscience, basic decency, and the collective wisdom of AA's representatives in the General Service Conference, together with the Trustees of the General Service Board of AA, both AAs and non-alcoholics. The spirit of this Legacy can be summed up best exactly as Bill wrote about it: "We expect that our Conferences will always try to act in the spirit of mutual respect and love -- one member for another.

In turn, this sign signifies that mutual trust should prevail; that no action ought to be taken in anger, haste, or recklessness; that care will be observed to respect and protect all minorities; that no action should ever be personally punitive; that, wherever possible, important actions will be taken in substantial unanimity; and that our Conference will ever be prudently on guard against tyrannies, great or small, whether these be found in the majority or minority. "The sum of these several attitudes and practices is, in our view, the very essence of democracy - in action and spirit." The Twelve Traditions stand for the Legacy of Unity. The pith of the Traditions is clearly expressed in the familiar Preamble that is usually read before AA meetings. And they include suggestions concerning common welfare, group structure, organization, public relations, and anonymity. Bill's reflections upon the wisdom and humility of the Traditions are heartwarming: "Implicit throughout AA's Traditions," he said, "is the confession that our Fellowship has its sins. We confess that we have character defects as a society and that these defects threaten us continually. Our Traditions are a guide to better ways of working and living, and they are also an antidote for our various maladies. The Twelve Traditions are to group survival and harmony what AA's Twelve Steps are to each member's sobriety and peace of mind."

What is a Sub-Committee?

The Bid/Host Committee is made up of lots of 'sub-committees'. These are committees typically are headed up by an elected chair (or co-chair) and they focus on specific tasks; these committees work together on big projects and sometimes bring back recommendations to the full committee. For example: we recently held a dance and an AA meeting; the Special Events committee came up with a theme, found a venue and began making plans for decorations and music, etc. They let the Graphics committee know the details on the dance and worked with their committee to create a flier ASAP! That flyer was emailed off to the Outreach chair that strategized with the outreach committee on the best ways to let everyone know about the dance. At the dance the Registration committee organized a table where people could sign up early for the convention. The merchandise committee also organized a table where people could buy T-Shirts or any other merchandise the committee had purchased. The Outreach table

provided fliers for upcoming events and also a sign-up sheet for emails. Lots more people lent a hand, but this gives you an idea of how these committees relate.

A sub-committee meets outside of the regular Bid / Host Committee meeting on a set day and time out of the month to take care of business that certain committee needs to take care of and brainstorm ways of making sure their committee is passing the message of AA and working to make their bid/convention a success. When a sub-committee meets, it also helps to make the regular Bid / Host Committee meetings more orderly and to the point. Another benefit of sub-committees is getting other people involved and growing your committee. The sub-committee meetings may possibly be held on different days than the regular scheduled Bid / Host Committee meeting so those that cannot make those – are able to be involved with the bid / convention.

It is always recommended to pick a day, time & location for your sub-committee meetings. Outreach when they will be and ask for help when needed. This will not only take pressure off the shoulders of the elected chair I co-chair – but also make the bid / convention a great success!

These are positions you may elect within your sub-committee. These are just ideas of potential positions – there may be more.

EXAMPLES OF SUB-COMMITTEES:

Events Sub-Committee: Works closely with inreach and outreach to coordinate events for the bid committee.

Arts/Graphics Sub-Committee: Works closely with the Events Chair & Treasurer to coordinate decorations for committee events while remaining within the allotted budget

Statewide Outreach Coordinator: Works closely with the Outreach Chair to coordinate KCYPAA outreach throughout the state of Kentucky. Should seek opportunities at Area/ State Conventions/ Roundups for KCYPAA outreach and participation.

Area/District Liaison: Works closely with the Outreach chair to coordinate KCYPAA outreach in Area, districts within Area, along with groups.

LGBTQ Liaison: Works closely with the Outreach chair to coordinate KCYPAA outreach in the LGBTQ community.

Hotel Sub-Committee: Works closely with the Hotel Chair and coordinates research and cross reference of possible hotel contracts.

Website Sub-Committee: Works closely with the Outreach Chairs to collect all upcoming fliers for the KCYPAA Host Committee, co-hosted events, and also all Bid Committee events.

Merchandise Sub-Committee: Works closely with the Merchandise Chair to develop ideas for merchandise that can be sold throughout the year and at the convention. Will work with others on the committee to get their thoughts – and bring to the sub-committee meeting for discussion and review.

Literature Liaison: Works closely with the Area Committee Chair to coordinate KCYPAA outreach within the Area Literature Committee. Working with the Area Literature Chair to keep the Area Involved with events and displays.

CPC (Cooperation with the Professional Community) Liaison: Works closely with the Area Committee Chair to coordinate KCYPAA outreach within the Area CPC Committee. Working with the Area CPC Chair to keep the Area involved with events and displays.

Corrections Liaison: Works closely with the Area Committee Chair to coordinate KCYPAA outreach within the Area Corrections Committee. Working with the Area Corrections Chair to keep the Area involved with events and displays.

Treatment Liaison: Works closely with the Area Committee Chair to coordinate KCYPAA outreach within the Area Treatment Committee. Working with the Area Treatment Chair to keep the Area involved with events and displays.

BIDDING REQUIREMENTS

All Bids are presented to the Advisory Council Saturday morning at the KCYPAA Conference. Bidders shall present at least three Bidding packets which include the following information for the Advisory Council to review at the bidding session during the conference. If bidders have any questions regarding any of the requirements please contact an advisory member.

1. Three members under forty years of age, with at least one year of sobriety each, must represent the bidding city. They may be accompanied by supporters of any age.
2. Bidders must have a contract from at least two hotels that is ready to be signed including date of conference, showing availability of banquet and speaking rooms in the hotels, and proof whether the hotel requires a commitment as to number of attendees.

3. Bidders must provide a permanent mailing address for the Conference. Assurance must be given that no large-scale AA activity will be held in their city within a thirty day period before and within a thirty day period after the Conference date.
4. Prospective Bidders will be required to demonstrate financial capabilities and responsibilities within the Traditions of AA as a whole
5. The city hosting the next Conference agrees to distribute funds as outlined in the Host Committee Responsibilities requirement #5. This should be done within sixty days after the Conference
6. There will be a maximum limit of thirty minutes for each bidding city's presentation
7. Bidders will provide a concise statement illustrating the needs and hopes for the Conference in their area as they interpret them
8. Bidders shall provide a minimum of one letter of support from an area delegate or trusted servant in support of hosting the convention in their city.

How to select a site for the conference

Hotel Site Selection

In order to host KCYPAA having a hotel site is the most important part of the Conference. Enclosed is a list of things to look for in selecting a site. Attached is a example of a good hotel contract.

- Ballroom/Banquet room that can accommodate a minimum of 400 people in theater style seating.
- Hotel staff needs to be aware of Money changing hands at registration table/tables.

What We Are Looking For In A Contract

The advisory council is mainly looking for two things. One is to ensure a successful conference. The second is to make sure the members stay protected. Legally and financially. In order to that contact with an Advisory member will be extremely helpful. We are looking for the most cost effect way to accomplish those two things. First thing is room rate. The lower the better! Proximity to interstates, airports, and restaurants are all things that can be used as an Outreach tool. Extra amenities such as pool, hot tub, gym etc, are all useful however, not required.

Example of a good hotel contract:

CONFIRMATION AGREEMENT

The following represents an agreement between Clarion Hotel and KY Conference of Young People in AA and outlines specific conditions and services to be provided.

Date: February 8, 2017
Salesperson:
Account: KY Conference of Young People in AA
Contact:

Telephone:
E-mail:

Name of Event: KY Conference of Young People in AA
Dates: 11/17/2017 - 11/19/2017

Sleeping Room Requirements

The hotel agrees that it will provide the following:

****Room Rate: \$105.00**
****Complimentary Breakfast Buffet**
**** Outside AV equipment is allowed in hotel**
**** Coffee price set for conference at \$24.00 per gallon + service charge and tax**
****Rolex Suite Complimentary for Friday and Saturday nights**
****101/105 Suite for Friday and Saturday @ \$105.00 per night**

- Outside food and beverage is allowed in sleeping rooms and suites

NOTE: Room types can be requested; however, they cannot be guaranteed.

The above quoted room rates are per night and do not include taxes. These rates are net/non commissionable and will be available two days pre and post convention based on hotel availability. All sleeping rooms are subject to applicable local taxes at the time of arrival. Currently, Kentucky sales tax is 6% plus 10.07% occupancy tax per night. Tax rate is subject to change.

Hotel check in time is after 4:00pm and check out time is prior to 11:00am. We will make every effort to accommodate requests for early check-in or late check out, however we cannot guarantee being able to do so.

Method of Reservations / By Individual

Reservations for the Event will be made by each individual. Each individual guest must make their own reservation by calling 859-233-0512. When the guest calls, they must identify themselves as being with KY Conference of Young People in AA. If the guest would like to email their reservation request, they may do so by sending their arrival date, departure date, guarantee credit card, and note that they are with KY Conference of Young People in AA room block to badams@clarionhotellx.com.

Guest Room Billing Arrangements

The following billing arrangements will apply:

Guest Room Payment: Individuals will pay for their own charges. Group will not be paying for Room, Tax or Incidentals unless specified.

Cut-off Date

Reservations must be received prior to 11/10/2017. At the cut-off date, Clarion Hotel will review the reservations pick up for the Event and release the unreserved rooms into general sale. Reservations made after 11/10/2017 will be subject to the prevailing hotel rates at the time of the request and are subject to availability at the time of booking.

- If all contracted rooms are contracted prior to cut-off date, Hotel will add more rooms at group rate (based on availability).

Meeting Details

The information grid below outlines the meeting space requirements of your group. Our Convention Services Manager will contact you closer to the date of your event to discuss and finalize your exact room set-up requirements, menu selections, and audio/visual needs. Please advise us of all changes to your agenda so that we may best serve your specific program requirements.

**** Room Rental is \$3,200**

****Group will be in the Fun Dome from 11:00 p.m. - 4:00 a.m. on Friday**

****Group will be in the Fun Dome from 11:00 p.m. - 4:00 a.m. on Saturday**

****Group will pay for Security, in Fun Dome, provided by the Clarion Hotel (\$60.00 per hour for 2 security guards)**

****Group will provide lifeguard during pool party hours**

Shipping and Receiving

When shipping packages to the Hotel please address your boxes to Clarion Hotel, 1950 Newtown Pike, Lexington, KY 40511. Please include your group name, onsite contact person, and dates of the event. Do not address shipping label(s) to your Sales or Catering Manager.

OnSite Change Fees

Changes the day(s) of the event requested by the group while onsite will result in a one-time OnSite Change Fee of \$75.00. This applies to meeting room set up changes and/or additions.

Function Guarantee

A final guarantee on catered food functions is due no later than **3 business days prior to event**. This guarantee represents the minimum guest count for billing purposes and may not be reduced after 11/12/2017. Food leftover at the end of any function is not permitted to be taken off property due to Health Regulations. In addition, food and beverage is required to be provided by the Hotel. Guests are not permitted to bring in food and beverage from outside the Hotel.

Catered Events for Less Than 25 People

Please note that a service charge of \$25.00 per catered function will be applied to the billing for groups of less than 25 people.

Audio/Visual Equipment

As needed, Audio/Visual Equipment will be supplied by AVT, Inc., our vendor contracted to provide these services. Charges for equipment are subject to applicable service charges and taxes.

Meeting Billing Arrangements

The following billing arrangements will apply to all scheduled meetings and events:

** Group will pay for event in full once invoice received at event conclusion

Group Cancellation

KY Conference of Young People in AA agrees to provide Hotel with written notice of any decision to cancel its use of contracted meeting space. KY Conference of Young People in AA acknowledges that a cancellation would constitute a breach of obligation to Hotel and Hotel would be harmed. If an event cancellation occurs, the parties agree that:

- Within 60-30 days, 50% of the contracted Room Rental would be forfeited.
- Within 30 days, 75% of the contracted Room Rental would be forfeited.

Security

Your organization acknowledges that the Hotel cannot be responsible for the safe keeping of equipment, supplies, written material or other valuable items left in function rooms, subject to Hotel's liability under applicable law. Accordingly, Group acknowledges that it will be responsible to notify Hotel of any such aforementioned items and hereby assumes the responsibility for loss thereof, subject to Hotel's liability under applicable law. Hotel must secure any outside security providers. Applicable fees to be agreed upon if Security is needed.

Force Majeure

The performance of this Contract by either party, in part or in full, is subject to acts of God, war, government regulations, disaster, acts of terrorism, strikes or threat of strikes, civil disorder, curtailment or delay in transportation facilities preventing at least 25% of the contracted participants from attending, or any other emergency beyond the control of either party making it inadvisable, illegal, or impossible to provide the facilities or to hold the meeting. This contract may be terminated without a cancellation charge, or partially performed without a performance or attrition charge, for any of the above reasons by written notice from one party to the other.

Reservation Walk Policy

If Hotel is unable to provide a room to a Group attendee holding an accepted and/or confirmed reservation, Hotel will, at its own expense, provide comparable accommodations and transportation to and from the substitute hotel for each day during which Hotel cannot provide a room. Additionally, Hotel will provide one complimentary five-minute phone call. If Group attendee chooses not to return to Hotel, Hotel will have no further responsibility

for the attendee's expenses. The Hotel will credit the Group for room nights earned if it has bearing on concessions outlined in this Contract.

Single Room Cancellation Policy

If cancellation of an individual room becomes necessary, to avoid forfeiture of any deposits paid or payment of penalties, the hotel must receive notification by 4:00pm on the day of arrival for an individual sleeping room.

Transportation and Parking

Hotel offers complimentary shuttle transportation to and from the Lexington Bluegrass Airport and has self-parking spaces available.

Smoking Policy

Hotel guests are permitted to smoke in designated smoking rooms only. Smoking in a Non-Smoking room will result in a \$100.00 cleaning fee per stay. Please smoke in designated public areas only. Fee is subject to change.

- "Vaping" is considered smoking and will result in \$100 smoking fee.

Pet Policy

A \$35.00 cleaning fee will be assessed at check-in to each guest room occupied with a pet. Housekeeping reserves the right to refuse service if pet is left unattended in guest room. Fee is subject to change.

Program Alteration Contingency

The pricing for your program has been negotiated based on the dates, number of guest rooms and function requirements, as specified in this agreement. If these requirements are changed, we reserve the right to renegotiate this agreement.

Acceptance

Prior to execution by both parties, this document represents an offer by the Hotel. *Until the hotel receives this signed agreement and applicable payment information, such as credit card authorization form, direct bill application and/or deposits, from KY Conference of Young People in AA, NO SPACE WILL BE HELD. Rate and availability are subject to change without notice. Please return this signed agreement to lock in rate and availability no later than 2/15/2017.*

Hotel and KY Conference of Young People in AA have agreed to and have executed this Agreement by their authorized representatives as of the dates indicated below.

Approved and authorized by KY Conference of Young People in AA:

Approved and authorized by the Clarion Hotel:

How to Transfer from a Bid to a Host Committee

The bid committee will have a disbanding meeting typically a month or two after the conference completion. When the bid disbands, the committee will all agree to lose their present position on the bid committee and plan an event to host elections. Elections will be led by an advisory member who agrees to attend these elections. Typically all money collected as a bid will be transferred over to the elected treasurer of the host committee. An advisory member will also bring \$500 in seed money to turn over to the host committee treasurer. The \$500 in seed money is expected to be turned back over to advisory at the completion of their conference.

What if you do not win the bid?

Take a break and bid again, work closely with current host committee, throw events, have fun and stay sober! Advisory will be happy to help you bid again and let you know what we are looking for in your bid.

How to Form a Host Committee

Hold Elections

Once the previous bid committee has disbanded, elections may be planned. Typically, a date for elections and event details are decided at the disbandment meeting. Elections will be facilitated by advisory members, all you need to worry about is getting as many people as possible to this event. Host elections will follow 3rd legacy procedure for steering committee (Chair, Co-Chair, Secretary, Treasurer, Co-Treasurer), which is outlined above. Any other positions may be elected during elections or in host committee business meetings by simple majority vote. At elections, the new committee should decide on a good time/day and public location for host committee business meetings to be held. It is important to outreach the elections event and get as many potential committee members at elections as possible. It is suggested to make this a free event with food. People come for free food.

Suggested Positions to Elect:

Chair: The Chair position's primary responsibility is to conduct and run business meetings. During these meetings, the Chair may not vote, except in instances of a tie, nor make any motions. The Chair prepares agendas for all business meetings, assists all other committee members with their duties when needed, and participates in subcommittees. The Chair should make sure that all host requirements are met at the

time of the conference and pertinent information shared with KCYPAA. Roberts Rules of Order is a suggested guideline to follow in order to chair a business meeting.

Co-Chair: In absence of Chair, accepts full responsibilities of Chair position. The Co-Chair assists all other committee members with their duties and participates in subcommittees. Assists Chair in assuring all host requirements are met.

Secretary: The secretary will record and take minutes of each business meetings, store them in a safe manner, and make them available to all bid committee members prior to next business meeting. The Secretary will maintain accurate and up to date contact information for all committee members and keep attendance records. The Secretary will make available all minutes and agendas to advisory on request.

Treasurer: Opens Host Committee checking account with a 2 signature minimum requirement for each check written (one signature from Treasurer and one from another steering committee member). Pays all expenses and bills – every expense needs to be approved by the Host Committee. Prepares a financial report for each Host Committee meeting. Brings all necessary financial information to every Host Committee meetings. Is prepared to accept money and disburse payments at all Host Committee meetings and events. No reimbursement from host committee will be made without a receipts. Prepares a Conference Budget in order to determine a suitable registration price; this will need to cover all the expenses required during the conference. This price will be based on information provided by the Hotel Chairperson, Program Chairperson, Events During Chairperson, and Registration Chairperson. Personally responsible for making money drops with the Registration Chairperson during the conference. Prepares a final financial statement within sixty days after the close of the conference.

Co-Treasurer: In the absence of the treasurer should accept and implement the full duties of the treasurer. Assists treasurer in all duties.

Hotels: Responsible for seeking hotel contracts in Host Committee's area, works with hotel staff to ensure the best possible pricing for the conference, coordinates with Advisory regarding hotel contract, responsible for signing hotel contract with Chair. Schedules all hotel walkthroughs and any other hotel business required by other Host Committee members. Provides Treasurer with a complete budget for all hotel expenses by the deadline set by the Treasurer. Remains the liaison between Hotel and Host Committee throughout the entire conference. Coordinates with hotel staff to arrange specific set-ups for all meetings, panels, banquet rooms, hospitality suites, advisory room, literature rooms, and registration desk. Has the authority to sign tabs for coffee fills for each coffee station and to set the timing and amount of refills throughout the

conference. Keeps hotel staff informed of attendance throughout conference. Makes sure that any special needs that can be foreseen can be met by the hotel, wheelchair accessibility, service animals, etc.

Program: Responsible for lining up speakers for conference and any meetings held during host events, should have alternate speakers in case of an emergency. Responsible for designing the topics and formats of marathon meetings and panels, scheduling Chairpersons for each of these meetings. Consults with other Sub-committee Chairpersons to arrange the Program format –includes Al-Anon and Al-Ateen, if applicable. Arranges for all recording at the conference. Obtains an interpreter for any hearing-impaired individuals attending the main speaker meetings; coordinates the seating of hearing-impaired individuals at these meetings. Assembles the Program of Events by the deadline set by the graphics/printing/webmaster Chairperson; needs to be prepared for changes up until the deadline.

Outreach: Responsible for coordinating all aspects of spreading the word about your upcoming conference. Coordinates meeting raids to young people's meetings throughout the ENTIRE STATE. Coordinates outreach tables at other conferences and AA events both in and out of state. Coordinates marathon meeting slots at other conferences.

Events: Responsible for forming a subcommittee and running this committee as Chairperson. Responsible for the planning and execution of all functions and events that are held prior to the conference and working with Program chair for events during conference weekend, including booking a DJ for main meetings and dance(s). Contacts all Bid Committees throughout state to help them plan one event in their respective cities. Responsible for planning events inside and outside of Host City (to help carry message to areas of state lacking a KCYPAA presence). Ensures that these events are not just fundraisers, they help to promote unity and carry the message. Responsible for planning and arranging decorations for any events. Coordinates with Hotel Chairperson to secure rooms and/or areas for events. Provides Treasurer with a complete budget of expenses for all events during the conference by the deadline set by the Treasurer.

Area/District/Intergroup Liaison: Act as liaison between host committee and local Area, District and Intergroup. Make sure that local entities receive all information on the conference and upcoming events. Maintain a consistent KCYPAA presence at all Area, District and Intergroup meetings. Coordinates with local entities to get support and their presence at the conference.

Graphics/Webmaster: Responsible for making fliers for events before the conference, making copies of the fliers, and distributing them to Host Committee members. Maintain host committee webpage and facebook group. Responsible for creating yearly conference banner and assist Program chair in creating and printing the conference program.

Registration: Maintains a running record of registrations. Responsible for planning any registration fliers. Fliers need to have a box for attendants to check if they would like their email information passed on to future Host Committees. Prepares Registration Packets with name badges, program, and other conference items. Coordinates staffing of Registration Desk during open hours at the conference. Coordinates with Treasurer to make money drops at the conference.

Hospitality: Finds volunteers to staff the Hospitality Suite during the conference. Invites Bid Committees and any other groups to host their own Hospitality Suites at the conference; coordinates with Hotel Chairperson to arrange for these rooms. In charge of obtaining donations of food items for the Host Committee Hospitality Suite. Coordinates with Program Chairperson to list the Hospitality Suite hours. Acts as the liaison between the Host Committee and groups hosting Hospitality Suites. Responsible for reserving and coordinating of MNYPAA hospitality suites at other conferences.

Merchandise: Needs to solicit and accept all ideas for the conference emblem and artwork and bring to full committee for approval for design and pricing. Responsible for arranging the printing of all items. Needs to have all merchandise available at events prior to the conference and at the Registration desk during the conference. Provides Treasurer with a completed budget of Registration Packets expenses by the deadline set by Treasurer.

Security: Be responsible for the hanging and the well being of conference banner. Responsible for arranging volunteers for security at the conference and all events prior. Coordinates with the Hotel Chairperson to see that all hotel rules and regulations are known and followed. See that each person on security has some identification indicating that they are security, while on duty.

Prayer/Unity: The purpose of this position is to assist the group in staying on task. Whenever discussions may get heated or out of line, this position may ask the group to pause and follow a prayer. This position is typically suitable to a newcomer in the group.

What should happen at a committee meeting?

During a business meeting, the Chair and Co-Chair positions are responsible for organizing and directing all business being conducted. The Chair position is not able to motion or vote during business meetings. It is generally recommended to open with a prayer, followed by committee reports. Each chairperson is able to give a report to let the committee know what they have been working on as well as what they need. Excluding the committee chair, or person filing chair position, this is also the appropriate time to make motions relating to your position. For a motion to pass, a committee can decide to do a simple majority but it is suggested to use Robert's Rules of Order as a reference guide. After committee reports, old business is discussed. Old business is defined as business carried over from the prior meeting that is not covered in committee reports. New business follows and when all business is discussed or time for the meeting runs out, there is a motion to close, with any leftover business carried to the following meeting.

Create a Budget

A good starting point is to determine how much the facilities will cost. As a general rule of thumb, it is good for the registration fees from Conference attendees to pay for the facilities cost. Typically, a registration cost begins as \$5 the evening the conference is awarded and throughout the year the cost will fluctuate until conference time where the final cost is \$20, and in some cases \$25 per attendee.

The Host Committee can raise funds to cover other non-facility expenses. Consider, for example, how much money can be made available to cover Conference speaker expenses, the initial order of merchandise, and the hospitality room at the Conference.

Experience has shown it is extremely important to limit the amount of money spent on hotel provided coffee service. Coffee from a hotel is very expensive and KCYPAA attendees consume an incredible amount of it. If you do not limit the amount of hotel coffee served, it will become the biggest expense of the Conference.

Our suggestion is to budget a generous, yet reasonable, amount for coffee service during the Conference and ration the coffee for greatest enjoyment, such as before the main speaker meetings.

The Host Committee Treasurer can help the Committee by outlining a budget for the Committee. This is not to suggest the Treasurer alone determines how the Host

Committee spends its money, but rather that the Treasurer can help the Committee coordinate its spending and make the most of what it has.

Very often, plans can be adapted to fit a budget – the important thing is to make a budget and stick to it. It is our experience that Host Committees should be cautious about overly optimistic forecasts of Conference attendance and merchandise sales.

Purchasing Merchandise

Traditionally, the Host Committee has made a Conference T-shirt with its theme and graphics available prior to and during its Conference. Some years, Host Committees have also made coffee mugs and hats available. In later years, these are pleasant memories of the KCYPAA experience.

When ordering merchandise, we strongly suggest that Host Committees not be overly optimistic about how much merchandise will be bought. Not everyone who attends the Conference will buy a T-shirt or coffee mug. It's better to run out of merchandise than to have too much – you may be able to order more merchandise later if necessary. If you order stuff early on, you'll have more opportunities to raise funds with it during the year.

Experience has shown that a "Flea Market" can develop and those unaware of our endeavor can be misled, especially by the press, radio and film. Keep the 12 Traditions in mind at all times. It is our experience that KCYPAA has not attracted a "flea market" of questionable goods. If a Host Committee has merchandise; a Host Committee should sell its merchandise at the Conference. Generally, the Conference has invited the AA Grapevine to set-up a table at the Conference and has provided a table for the Conference tapers.

*This information was from GCYPAA, more information on how to host a conference can be found at <http://www.gcypaa.com/gcypaa-for-drunks>

Hosting Events

Throwing events is a great way to not only serve members of AA, but also spread the word about the upcoming conference as well as help raise money money for the conference and events leading up to the conference.

Events that have been successful in the past include but are not limited to:

*Dances (cover charge at the door) (\$20-\$50)

*Tournaments (volleyball/basketball/softball, etc.) (\$20-75)

- *Campouts (\$50-\$150)
- *Lock-ins (\$20-\$50)
- *Halloween costume contest (\$20-\$50)
- *Service auction (\$20-\$50)
- *Pig roast
- *Scavenger hunts
- *Pie an old timer/potluck
- *Chili cookoff
- *Bonfire
- *Panels w/ food
- *Speaker meeting w/ food

Not all events will net a large amount of cash. Some events will be better than others. Remember, you can always sell merchandise, energy drinks, and pre-registrations to help raise profits at events. The goal is always to have fun, be of service, and help other alcoholics. Next the goal is to make a profit, so your committee can host the best conference possible and help the most people! Some events will not necessarily work with what your committee is trying to do (poker tournaments, 50/50 raffles), so check with you traditions chair and always let the group conscience guide the group.

Events can be stressful at times, but just remember this is why we have each other. One simple phrase helped our committee over and over throughout our year hosting: God's got it!

Timeline for Host Committee

Directly after conference:

- Upon being awarded the conference (yay!), the chosen bid committee will become the interim host committee until host committee elections are held. Interim host will plan and hold elections within six weeks of the last conference so as to draw on the energy from the conference itself and encourage participation. There has been much success with offering food or some kind of event along with elections to draw interest.
- Create and distribute flyers to AA entities and advisory, and outreach elections at local meetings and clubhouses.

Eleven to Nine months out from conference date:

- Hold elections.
- Set dates for upcoming business meetings. It is helpful to hold them on a consistent basis so others know when and where to find you.

- Begin holding subcommittee meetings, especially events.
- Plan first event and determine schedule of events you'd like to have over the year leading up to the conference.
- Create and distribute business meeting and event flyers to AA entities, advisory, and local meetings, clubhouses, etc.

Ten months out from conference:

- Hold first event.
- Each committee chair should be scheduling subcommittee meetings to start brainstorming ideas for the year ahead.
- Review past host committee budgets and start planning for spending throughout the year.
- Review hotel contracts as a group to determine renegotiation.
- Research other AA events and conferences during month of conference to avoid double-booking a weekend with AA activities.
- Continue outreaching and in-reaching conference ad infinitum until conference weekend itself!
- Look at neighboring and upcoming YPAA's to attend and outreach.

Nine months out from conference:

- Continue outreaching business meetings until all positions are filled. When member step down or stop showing up, continue to fill them. Co-chairs and new chair positions may be created as the need arises. Please contact the Advisory Council with any questions.

Conference Checklist

We have compiled a checklist of items that are often forgotten. Some of these items are optional and are for your consideration.

- Enough merchandise (t-shirts, coffee mugs, sweatshirts, sweatpants, etc...)
- Name badges
- Gifts for speakers
- Grapevine representative contacted to attend Conference
- Put announcements for Conference in Grapevine, The Message, etc.
- Budget and plan for food for hospitality (good idea to price before at bargain store)
- Ask different home groups or other YPAA's attending to donate specific items for Hospitality Room
- Have a sign-up list for people to chair marathon meeting
- Have a sign-up list for people to supervise Hospitality Room
- Have a sign-up list for clean-up shifts in Hospitality Room as well as at end of Conference

- Have a sign-up list for Host volunteers to sit at registration table
- Have format and readings printed out for marathon meetings
- Designate a 'Voice' for Conference
- Assign people to chair speaker meetings and read readings (how it works, etc.)
- Have a copy of the hotel contract at Conference – make sure you know what times you have rooms available

Are you Interested in Becoming an Advisory Member?

Becoming an advisory member is a great way to stay involved, give back, and remain sober. At the last meeting, Host will vote on three members to advisory and two alternates. Guidelines for who qualifies as an advisory member can be found in our by-laws. Alternates are members who commit to serve in the place of any three of those members in the event that they step down from their position. Advisory members commit to serve a five year term to insure that KCYPAA remains in tact by assisting host committee and encouraging future bids from cities throughout Kentucky. Being an advisory member is a very rewarding experience.