

LICYPAA's Bid For EACYPAA Subcommittee

Meeting Minutes - 11/12/18 – 8:15pm - South Oaks Auditorium

- ❖ Meeting begins at 8:30pm
- ❖ Minutes taken by Ryan K
- ❖ Meeting Attendees: Dana, Casey, Donna, Alex, Kevin F, Kevin K, Ryan, Ken, Erin joins 9pm
- ❖ Arts/crafts project worked on by Donna and Dana for inclusion in Host video skit.

- ❖ Casey starts the meeting with a status report for each Bid Book commitment taken:
 - Bid Committee Requirements:
 - Bid Committees are required to provide a list of all potentially conflicting major events 30 days pre- and post-convention. – Ryan K reports he has started to review any changes from last years submission

 - Bid committees are required to demonstrate an understanding of AA's 12 Traditions and 12 Concepts. – Erin not present for report, Dana is waiting until we have a Traditions/Concepts event to complete a write-up

 - Bid committees are required to demonstrate that they have read, understood, and agreed to the host committee responsibilities and EACYPAA bylaws. – Dana has been bringing the bylaws to each LICYPAA event/meet-up for individuals to reach and sign. On-going process but advancing nicely.

 - Bid Committees are required to produce a sample budget for the convention(s) they are proposing demonstrating financial viability, including registration estimates. – Chris C. will have no report until hotel contracts are finalized.

 - Bid committees must include in their bid package unsigned contracts from at least two facilities (hotels, dorms, etc.) adequately sized to host EACYPAA. The bid package must clearly indicate proposed dates, room night commitment, room rates, total room inventory of hotel, food and beverage commitment, and any other relevant facility information. We strongly recommend that EACYPAA begins in the months of March, April, or May. – Casey has requested the assistance from LC for the initial contact with each hotel. It is believed by LC that initial contracts can be emailed then meetings can be set up to negotiate the terms.

- Provide a minimum of one audio-visual quote for each proposed facility included in the bid package. Quotes should include all equipment, service, and labor costs to be incurred over the course of the convention and be facility-specific. – Alex S. contacted Aryeh who is sending a quote based on the ESCYPAA 3 set-up and Ryan K will ask Tyler for a quote on Friday 11/15.
 - Produce a concise summary of applicable federal, state, provincial and local tax/business laws that will apply to the convention and host committee. Prepare and include any necessary forms, letters or documentation required to establish agency and secure not-for-profit status in your location. – Ryan K. no report
 - Bid Package:
 - Include a committee roster with the names, responsibilities, sobriety dates, and contact information for each member. – Ryan K. reports it is up-to-date as of yesterday. He emails Dana a pdf copy of report for resume collection.
 - Include service resumes for members and the committee as a whole. – Dana reports she has received several resumes, but still more to come.
 - Include a table of contents and page numbers – Dana no report
 - Include letters of support from the general service structure as well as other service groups whose support you will need. – Alex: SENY – Sam: Nassau General Service/Intergroup – Casey Suffolk General Service – Joe C. Suffolk Intergroup. No reports collectively.
 - Include evidence of collaboration with your Area – Ryan K no report
 - Include a detailed proposed program of events (POE). – Erin has brainstormed ideas, but nothing concrete.
 - Include additional AV quotes. – Alex providing 2 for each venue.
 - Purpose/Structure:
 - Include a concise statement of why you are bidding including the achievable goals you have for the EACYPAA you are proposing. – Erin asks for guidance. Discussion to include the drug and gang situation on Long Island as a major need for hosting a large recovery convention.
 - Include a copy of your committee bylaws, operating procedure, and/or structure. – Task Complete

- Explain how your committee structure serves your committee, your area, and your goals. – Erin will include this with the Statement of Intent
 - Include a copy of the policies and procedures that will be implemented upon being awarded EACYPAA and how they work within the EACYPAA Bylaws, Policies, and Procedures. – General confusion arises from members on what is being asked for with this bid book inclusion. It is decided to be asked during Bid Development Q&A Session.
- Community:
 - Stay in communication with the current Host Committee. – Kevin F reports he is involved in group chat with host with the other bid cities. Erin/Ryan coordinating with Host on event co-hosting.
 - Stay in communication with the current Advisory Council – Ryan has been in email contact with Bid Development chair Danielle. Casey has contacted Rob to review our hotel contracts upon receipt.
 - Help to outreach the current convention – No update, on-going.
 - Collaborate with other local AA groups and bids District and Area. – On-going but going great. December event planned with Host and Bid-cities.
 - Take initiative to plan conference calls, summits, or events with any or all members of the EACYPAA community.- On-going but going great by LICYPAA collectively.
 - Logistics and Planning:
 - Explain how attendees will get to the convention and make their way through your city from airports, train stations, bus terminals, spaceports etc. – Kevin K brainstorms from approaches to the write-up including border crossing issues. Ryan K sends Kevin last years brief transit planning submission.
 - Investigate issues related to the above mentioned. Provide potential resolutions to any challenges that may arise for attendees including border crossings and international attendance. – Will be included in Kevin's transit report.
- ❖ EACYPAA Advisory will be holding a Question and Answer session on December 9th for bid's.
- The group discusses possibly having a unity event that night to listen via speaker phone to the session, but nothing is finalized.
 - Possible questions to ask during EACYPAA Advisory Q and A call are brought up:

- Clarifications on bid package request: Include a copy of the policies and procedures that will be implemented upon being awarded EACYPAA
 - Clarification on bid requirement: Produce a concise summary of applicable federal, state, provincial and local tax/business laws that will apply to the convention and host committee. Prepare and include any necessary forms, letters or documentation required to establish agency and secure not-for-profit status in your location.
- ❖ The Bid Skit:
- Idea's are presented by several members on the content for a skit:
 - Gilligan's Long Island (Kevin K)
 - Lip Synch Lyrics – Erin messaged Ryan the song list. (Erin)
 - Parody a song (Kevin F)
 - It is collectively decided the best skit is to combine two of the above ideas into one premise. This premise would be aided using the lip synch song lyrics to tell the story in a 5-10 minute video.
 - Skit Premise: In which, 7 people dressed as Gilligan's Island characters partying on a yacht which shipwrecks on Long Island during epic drug binge. The rock bottom of their drug/alcohol craziness coincides with the literal shipwreck into target rock off Long Island's shores. They hit the island where they find a map in an empty alcohol bottle along the shores that leads them to the EACYPAA.. travel the treasure map to the dance at the convention to find a treasure chest in the middle of the dance floor filled with big books and recovery
 - Kevin Krooss volunteers to write a basic script for the skit. He will present at the next bid subcommittee meeting for review, discussion, song choice, props, and actor assignments.

Erin brings up the Nassau Intergroup Share-A-Thon planning committee meeting on Wednesday 11/14 – Ryan K to attend with Erin. Brainstorming LICYPAA skit participation at event to occur.

9:35pm meeting closes with Prayer led by Dana.