

## **WHY SHOULD WE BID FOR TXSCYPAA?**

The Texas State Conference of Young People in Alcoholics Anonymous, or TXSCYPAA, is an annual celebration of sobriety put on by Young AA's across Texas. The primary purpose of the conference is to share experience, strength, and hope with one another and to show the alcoholic who still suffers that there is a way out; there is a better way of life.

TXSCYPAA has remained a traveling conference for over 30 years, rotating between various Texas cities including (but not limited to) Houston, Dallas, Austin, San Antonio, Kerrville, and Abilene. During this time, TXSCYPAA has continued to give AA members throughout the state of Texas opportunities to be of service by spreading a message of experience, strength and hope to young and old potential AA's alike. However, we know that we have barely scratched the surface. Texas is a huge state with many cities that are able to get involved so it is important for the conference to be held all across this great land. This is where you come in!

What does it mean to bid? The bidding process begins when a group of AA's express interest in hosting TXSCYPAA in their respective city. This group will then have the opportunity to establish a bid committee that is responsible for completing the bid requirements listed below. The completion of these bid requirements will be demonstrated in two forms: 1) the assembly of a bid book outlining how the bid committee met each of the listed bid requirements and 2) a 20 minute presentation during the conference weekend.

The conference is more than just a fun and enlightening weekend of recovery. The process of hosting a conference requires a lot of hard work and dedication. The planning of a conference is a yearlong process with an array of service opportunities and commitments to be filled. What better way to bring a vast amount of service work to your area?

During the year of planning, TXSCYPAA affords your AA community with many opportunities to teach alcoholics the value of service in Alcoholics Anonymous. This gives the newcomer an overwhelming sense of belonging and purpose. Not only does the bid process provide attraction to Alcoholics Anonymous, it ensures that TXSCYPAA will keep going on for years to come, which could help end the suffering of alcoholics who never knew there was a way out!

## **SO HOW DO WE GET STARTED?**

Easy! Go to your home group and announce that you want to start a bid to bring TXSCYPAA to your town, that you will need as much help as you can get with this and that, most importantly, it will help your fellow AAs stay sober in the process! If people show interest, as I am sure they will, then you can set a date to hold elections. You can find a list of the suggested positions to be elected and an outline of the election procedures attached below. This packet has all the information you need to create a successful bid. Remember these are suggestions and you can accommodate these to your group. Also, do not hesitate to contact the Advisory Council Bid Development Chairperson by writing to [advisory@txscypaa.org](mailto:advisory@txscypaa.org). Please include "ATTN: Bid Development Chairperson" in the subject line.

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## **BIDDING REQUIREMENTS**

The following is the list of requirements to be followed and satisfied by a Bid Committee in order to be considered in the site selection process. A demonstration of their satisfaction should be submitted electronically as a formal bid “package” to the Advisory Council in PDF format 5 days prior to the Conference’s Saturday. Submissions should be emailed to [advisory@txscypaa.org](mailto:advisory@txscypaa.org). Please include “[City] Bid Submission” in the subject line.

The Bid Session is held on Saturday morning of the Conference weekend. During the Bid Session, each Bid Committee must provide (1) hard copy of its submitted Bid Book(a physical printed our version of the book); changes between the PDF copy and the hard copy are not permitted. Each Bid Committee is allowed twenty minutes to present their Bid Presentation, and the presentation must be in alignment with the 12 Steps, Traditions, and Concepts of AA.

The following list of bidding requirements were carefully selected by the TXSCYPAA Advisory Council as criteria used to determine a bid committee’s ability to transition effectively into a Host Committee. The intention of this list was never to disqualify any group of AAs from bidding for TXSCYPAA and any act of due diligence displaying effort to fulfill any of these requirements will be considered a completion of said requirement.

1. A Bid Committee must be represented by three A.A. members with a minimum of one year of sobriety and a roster of the committee members must be provided.
2. Bidders must provide a detailed report of their efforts to engage in AA’s legacies of recovery, unity, and service.
3. Bidders must have a contract (not proposal) from at least one facility (hotels, universities, convention centers, etc.) that is able to accommodate the Conference’s size and activities. However, we strongly suggest that you include at least two. Please include the proposed dates and diagrams of available meeting areas.
4. To ensure that TXSCYPAA operates in the spirit of cooperation, Bid Committees must present a letter from local Intergroup, DCM, Area, or similar listing large-scale A.A. events to be held in their city 30 days prior or 30 days after their proposed Conference dates.
5. Bidders must provide a tentative outline of the conference program.
6. Bidders must provide detailed financial records of all Bid Committee activities as well as a proposed budget for their Host Committee.
7. Bidders must create an available temporary Pre-Registration flier.
8. Bidders must read, understand, and be prepared to comply with the requirements as outlined in the Host Committee Current Practices.

9. Bidders must provide a concise statement illustrating their reasons for bidding.

## **SUGGESTED POSITION DESCRIPTIONS**

### **Chair**

- Responsible for the overall functioning of the committee.
- Should have A.A. committee service experience in a leadership role.
- Must have a working knowledge of A.A.'s 12 Steps, 12 Traditions, and 12 Concepts.
- Communicates regularly with the TXSCYPAA Advisory Bid Development Chairperson regarding Bid Committee progress/challenges.
- Responsible for establishing that quorum is met before conducting business that necessitates voting, and must announce if quorum is lacking before proceeding with reports and discussion.
- Holds all elected committee members accountable for the responsibilities of their position and ensures that all tasks are accomplished.
- In the event the committee votes to relieve a member of their elected position, it is the Chair's responsibility to inform him or her of the committee's decision.
- Should keep well informed of what is happening on each sub-committee and assist as needed with the help of the Co-Chair.
- Informs the Secretary of upcoming meetings and changes.
- Affixes his or her signature to all committee actions. Acts as a signer and has access to the committee bank account.
- Creates the agendas for and chairs all Bid Committee and Steering Committee meetings.
- Conducts each meeting in an orderly fashion.
- Conducts all business in accordance with the Bid Committee Guidelines, and within the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts.
- Responsible for emailing PDF version of Bid Book to Advisory Council Chair 14 days prior to conference.
- Suggested minimum of 3 years continuous sobriety.

### **Co-Chair**

- Assists Chair with the overall functioning of the committee.
- Should have A.A. committee service experience in a leadership role.
- Must have a working knowledge of A.A.'s 12 Steps, 12 Traditions, and 12 Concepts.
- Acquires knowledge of how to carry out the responsibilities of the Chair.
- Carries out various responsibilities assigned by the Chair.
- Acts as a signer and has access to the committee bank account.
- Should keep well-informed of what is happening on each sub-committee and assist as needed.
- Conducts all business in accordance with the Bid Committee Guidelines, and within the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts.
- In the event the committee votes to relieve the Chair of their elected position, it is the Co-Chair's responsibility to inform him or her of the committee's decision.
- In the absence of the Chair, accepts the full responsibilities of the Chair.
- In the event the committee votes to relieve the Chair of their elected position or if the Chair's

position is vacated for any reason, the Co-Chair will immediately rotate into the principal role.

- Suggested minimum of 3 years continuous sobriety.

### **Treasurer**

- Responsible for maintaining financial records for the Bid Committee.
- Should have A.A. committee service experience and experience managing budgets.
- Will work with the Bid Committee, Host Committee, and Advisory Council Treasurer to create a conference and committee budget.
- Regularly reports to the Advisory Council Treasurer.
- Keeps an up-to-date financial report, closely tracking income and expenses.
- Provides printed copies of the treasurer's report at each Bid Committee meeting.
- Has in his or her possession at every committee meeting all bank statements, deposits, and checkbooks so as to be prepared to make deposits and/or disbursements.
- Acts as a signer and has access to the committee bank account.
- Ensures that rent, P.O. Box fees, and all other bills are paid on time.
- Collects money from events.
- Provides an Event Report after each event to present at the following Bid Committee meeting that includes an income and expense breakdown, the number of registrations collected and the overall profit or loss of the event.
- Should be prepared to sign the federal tax return covering the conference activities upon request.
- Responsible for filing paperwork with the Texas tax department to gain tax exempt status.
- Conducts all business in accordance with the Bid Committee Guidelines, and within the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts.
- Suggested minimum of 3 years continuous sobriety.

### **Secretary**

- Should have A.A. committee service experience.
- Acts as the custodian of all committee materials.
- Answers all correspondence promptly and in the spirit of TXSCYPAA.
- Ensures that all documentation and other communications media maintains the integrity and language of TXSCYPAA as a whole.
- Keeps accurate minutes of all committee meetings including exact wording for all motions, as well as major points of discussion.
- Bid Committee and Steering Committee minutes should be emailed to the Bid Committee and Advisory Council within 72 hours of the committee meeting.
- Responsible for acquiring minutes and reports from all subcommittee meetings to keep on file.
- Provides the previous meeting's minutes for approval at each committee meeting.
- Keeps attendance at each meeting and informs the Chair of absences.
- Maintains a current contact list of all committee members and positions held.
- Responsible for sending an email notification of all upcoming committee meetings and events.
- Conducts all business in accordance with the Bid Committee Guidelines, and within the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts.
- Suggested minimum of 2 years continuous sobriety.

### **Events Chair**

- Should have A.A. committee service experience.
- Coordinates all events leading up to the conference.
- Responsible for finding locations and arranging events deemed appropriate by the committee that promote awareness of the conference, unity, and recovery among young people in A.A.
- All events prior to the conference shall include an A.A. meeting (Speaker, Discussion, Lit. Study, Etc.)
- Has knowledge of A.A. Traditions and plans events in conformity with them.
- Recruits volunteers to help organize and run all events.
- Should coordinate with the Host Committee Chair to ensure all events needing additional insurance are covered.
- Works closely with the Outreach and Graphics Chairs in order to produce outreach materials for all scheduled events.
- Conducts all business in accordance with the Bid Committee Guidelines, and within the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts.
- Suggested minimum of 2 years continuous sobriety.

### **Outreach Chair**

- Should have A.A. committee service experience.
- Should develop and implement an outreach plan that encompasses areas within the Texas and the states surrounding Texas.
- Generate interest and encourage registration for TXSCYPAA.
- Responsible for outreaching all TXSCYPAA committee 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, Inter-Groups, Central Service Offices, treatment centers, individual members, meetings, and other A.A. functions.
- Coordinates announcements about TXSCYPAA, committee meetings, and events at A.A. meetings.
- Shall enthusiastically represent TXSCYPAA in a professional and responsible manner.
- Encourages members to visit the TXSCYPAA websites, sign up for constant contact emails, and adds their interested alcoholic friends to the Secret TXSCYPAA Facebook Group.
- Shall Chair a subcommittee and keep the full committee informed of discussions and actions taken at these meetings.
- Conducts all business in accordance with the Bid Committee Guidelines, and within the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts.
- Suggested minimum of 1 year continuous sobriety.

### **Hotel Chair**

- Should have A.A. committee service experience.
- Responsible for obtaining at least two hotel contracts with facilities in their respective area.
- Acts as liaison between the hotel and the Bid Committee.
- Should bring a copy of the hotel contracts to Bid Committee meetings.

- Represents TXSCYPAA in a professional and responsible manner.
- May create additional sub-committee positions within the scope of their responsibilities as needed.
- Conducts all business in accordance with the Bid Committee Guidelines, and within the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts.
- Suggested minimum of 2 years continuous sobriety.

**Bid Book Chair:**

- Assembles the required documents; Each member's service resume (including sobriety date), hotel contracts, etc.
- Keeps the content concise and simple. Use 12 point font.
- Uses a table of contents so advisory can easily navigate.
- Has the Bid Book prepared and a digital copy sent to advisory 5 days prior to the Conference's Saturday.
- Has at least one physically printed version of the book at the conference.
- Suggested minimum 6 months of continuous sobriety.

**Member at Large**

- Members at Large are not elected. They are recognized as such after stating their desire to be a Member at Large and furnishing their name to the Secretary.
- Members at Large may vote and participate without the responsibilities of a specific commitment.
- Conducts all business in accordance with the Host Committee Guidelines, and within the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts.

SUGGESTIONS FOR OBTAINING HOTEL CONTRACTS

Item	Goal	Notes
Hotel Contract Budget	\$7,500*	To be based on conference location and hotel availability.  *Please discuss with Advisory Council on appropriate cost based on city.
Ballroom Space	600-800 Occupancy*	Used for Main Speaker Meetings Friday, Saturday, Sunday.  *Please discuss with Advisory Council on size required.
Breakout Rooms	At least 3	<ul style="list-style-type: none"> <li>• Marathon Meeting</li> <li>• Hospitality Suite</li> <li>• Advisory Room</li> <li>• Additional Meeting Space</li> </ul>
Dates for Booking	Last Weekend of October	Last weekend of October is strongly suggested
Room Blocks	Friday: 40-80 Saturday:40-80	Room block numbers will vary depending on city size/conference needs. If you have questions about what your room block should look like, please ask Advisory.
Room Rates	Less than or equal to \$110/night	Contract may list rates based on occupancy count in the room
Food/Beverage	Waive “No Outside Food or Beverage” as the Host Committee will need to run a stocked Hospitality Suite.	Try to have contract allow Outside Food and Beverage for Hospitality Suite and/or Guests
Food/Beverage Minimum	Waive Food/Beverage Minimum	If not willing to waive, ask Hotel to stock their own coffee, energy drinks, snacks before/after main meetings and put it in the contract that revenue from these cash-and-carry vending stations will count toward the F&B minimum.
Minimum Guest Room Revenue	80% or less attrition rate	Be mindful of contract language. Most hotels indicate a goal of 80%. If the group room pickup is less than 80% then the group is responsible for paying the difference between their actual room pickup and 80%.

Cut off dates for reservations	<p>Hotel will dictate a cutoff date for reservations (usually 30 days). It is ideal if they put in some language to say that after the cutoff date, rooms will still be offered at the event room rate to our attendees based on availability (which means that people can still book last minute and get our room rate), and that they will count those rooms toward our block for the purposes of calculating whether we met our minimum guest room revenue. It is also a good thing to put wording in there making it clear that the hotel and someone from the committee will meet on Sunday (the last day of the conference) and go over the list of attendees and the names on their room booking list to make sure that we have counted everyone toward our room block who booked a room and was an attendee.</p>	
Mutual Cancellation	<p>Goal is to have a clause indicating: "Should either party decide to cancel this meeting anytime after the confirmation of this contract, liquidated damages equal to [\$5,340.00]** shall be paid by the canceling party to the non canceling party at the time of cancellation. This amount is agreed not to constitute a penalty. In the event that the size of the meeting is substantially reduced by the number of rooms, the above amount shall be prorated accordingly by the appropriate percentage reduction of the total revenue and a liquidated damage amount shall be paid as a result of the partial cancellation."</p> <p>**amount is usually based on the meeting space and room block revenue that they expect from the conference</p>	
Payment Timeline	<p>Ideal: Have it in writing that all payments will be made after the conference with direct billing. Have the direct billing form filled out and ready to submit within 30 days of advisory signing your hotel contact.</p> <p>Settle for: A small deposit at signing, and/or a \$1000-2000 deposit a week before the conference followed by a payment after the conference to settle up the remaining balance.</p>	<p>If the hotel will not budge on making you pay up front, it might even be worth pointing out to the hotel (as a last resort) that because most of our revenue comes at the conference, we can afford to pay a little more for meeting space rental if they will allow us to pay them the day after the event.</p>
Contract Timeline	<p>Have the hotel to hold the space listed in the contract on a tentative basis until some date a few weeks after the TXSCYPAA in which you are awarded the bid.</p>	<p>This should allow for time for some final negotiations rather than being rushed to sign the contract in order to secure the space. It might even be good to request that the hotel will notify you if they receive another request for the same weekend and allow forty-eight (48) hours for you to return a signed contract.</p>



Security/Misc. Charges	Ask the hotel to make it clear in the contract if we will be required to provide security. If we were not required, we asked them to say so in the contract. If we were required, we asked them to put the exact amount it will cost us in the contract or if they were willing to allow us to provide our own security (rather than paying the hotel directly for their security guards).	
Audio/Visual	Remove language specifying we need to use their vendor and bring an outside vendor and pay "patch fees" to use the hotel's existing speakers, or at least make it clear in writing how much it will cost for us to get a microphone from them and hook it into their house sound so that we do not sign the contract without it and get charged a bunch of money later on.	Lots of times, the hotel contracts for nicer hotels will say you have to use their preferred AV vendor, or say that if you do not use their vendor you have to pay a penalty. Also, it is good to be sure that we can have a DJ come into the hotel on Friday/Saturday night and bring in lots of lights and sound equipment for a dance/entertainment and that there will not be a fee for having an outside vendor come into the hotel/use electricity.

**EXAMPLE BUDGET FOR HOST YEAR:**

Outreach	Event flyers, other printing	\$ 100.00
	Business cards	\$ 200.00
Events	Supplies	\$ 500.00
Hotel	Meeting Room Rental	\$ 5500.00
	A/V Charges	\$ 1000.00
	Coffee	\$ 350.00
Registration	Markers, Bags, etc.	\$ 50.00
Merchandise	T-shirts (conf, SWAT)	\$ 1250.00
	Banner	\$ 50.00
	Lanyards	\$ 100.00
Program	Speaker Rooms (3 speakers x 2 nights)	\$ 714.00
	Speaker Travel (Airfare)	\$ 500.00
	Speaker Travel (Gas)	\$ 150.00
	Badge Holders	\$ 75.00
	Badge Inserts	\$ 25.00
	Badge Ribbons	\$ 25.00
	Posterboard, Markers, Paper	\$ 15.00
	Gifts	\$ 75.00
Treasurer	PayPal fees	\$ 200.00
	Bank fees	\$ 100.00
Entertainment	DJ	\$ 300.00
	Decorations	\$ 100.00
Hospitality	Food	\$ 650.00
Linguistics	Interpreters	\$ 2400.00
Other	Rent for Host Meetings	\$ 65.00
	Miscellaneous Expenses	\$ 300.00
<b>TOTAL EXPENSES</b>		<b>\$ 14494.00</b>