MICHIGAN CONVENTION OF YOUNG PEOPLE IN ALCOHOLICS ANONYMOUS

BID TO HOST MCYPAA 41
AMWAY GRAND PLAZA HOTEL
187 MONROE AVE NW
GRAND RAPIDS, MI - 49503

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November 16, 2018

MCYPAA Advisory Council:

BURBYPAA is thrilled to present a bid package to host the 41st edition of the Michigan Convention of Young People in Alcoholics Anonymous!

Our biggest goal is to find the loner at a meeting who thinks his/her life is over since joining Alcoholics Anonymous. We may not drink anymore, but we're not alone. There are other young people in AA sharing our experiences and struggles and joys. We believe we have done a good job of sharing this message with the people of AA in our region, and as host of MCYPAA 41 we could do even more.

BURBYPAA has accomplished so much in 2018; hosted some fun and unique events throughout the year that not only spread the message of AA, but also supported healthy living. We threw a "YPAA's got talent" talent show which showed some of the amazing talent the young people have in this community. At our BURBY-Q we gave people who weren't going out of town or had any plans for Memorial Day a place to go and have fun, sober. We co-hosted the Sober Rave 3 with AAYYPAA for the second year in a row. The seamless way that the bids worked together was energizing and beautiful. Knowing that the traditional rave atmosphere is not for everyone and could be uncomfortable, we set aside space for a spiritual recharge room that was also later converted into a Mafia room. We ended up with a fantastic turnout that spread the message of AA and served to be very successful for both committees involved. Our final event was a Masquerade Ball which we served hors d'oeuvres and had a panel on "Behind the Mask" which provided an amazing message. These are just the highlights, but throughout the year we hosted additional events including the Urban Hoedown with OAKYPAA and PUPPYPAA with lots of doggos!

In addition to hosting events, committee members attended and promoted several YPAA events around the state, and out-of-state conventions (OYPAA, ARKYPAA, ESCYPAA, TXSCYPAA, ISCYPAA, and KCYPAA). One of our committee members even had the amazing opportunity to DJ KCYPAA. On the home front, we attended the major local conventions including March Round Up, Area 33 State Convention, and Tri-County, and assisted the host committee with outreach for MCYPAA 40. In lieu of hosting an additional event in October, we decided to spend the last month leading up to the convention doing a bomb-ass outreach campaign. Since we represent such a large region, we felt it was best to focus on getting people to Mcypaa and supporting all the events going on!

We've had the ability to learn and improve and as this is the fourth edition of BURBYPAA, we've been able to attract newcomers that have never been on a bid committee before or been to MCYPAA! We rotated the locations where we held our General Business Meetings to outreach further than we have before. We continue to learn from our own experiences and the experiences of others to be of most service to our community.

The excitement we've received from local people attending their first YPAA events has been momentous. We have a wonderful crop of young people in the area we represent, and our ever-growing ranks hold great promise. The group has shepherded a good mix of people who are attending their first MCYPAA along with some veteran YPAAers. We're confident that the BURBYPAA bid has the experience, youth, and passion that this endeavor requires!

We want to host MCYPAA 41 and we believe we are the committee best suited to serve MCYPAA in this manner. We are grateful for your service thus far and look forward to your decision Saturday evening!

With Love and Service,
BURBYPAA Bid Committee 2018

Committee Members

Name	Vince B aka DJ Vinny aka Freedom Dad aka Liberty Chair		Name	Dwayne W. aka One tiDDy
Position	Chair		Position	Co-chair Special Events Chair
Service History	Meeting chair, coffee maker, setup, key holder, spinning dope shit at conventions		Service History	Meeting chair, greeter, coffee maker, 12 & 12 table leader
Mcypaa	3rd		Mcypaa	2nd
Tidbit	My Dog Charlie wears a tie.		Tidbit	Firmly believes Detroit should not have a MLS club! [knows too much about soccer]

Name	Emily M.aka shovel fighter		Name	Tine N.aka thundercat aka flower
Position	Treasurer Service Liaison		Position	Co-treasurer Co-outreach
Service History	Greeter, setup		Service History	Sponsor, treasurer, meeting chair, secretary, greeter, key holder
Mcypaa	2nd		Mcypaa	3rd
Tidbit	Invented the German Suplex and will wrestle you!		Tidbit	Low key, a flamingo

Name	Alan W. aka f*ckboy poopwizard, aka Swolber		Name	Michael S.aka i'll spread your eagle aka King Petty
Position	Merchandise Co-Special Events		Position	Prayer
Service History	Service coordinator, literature chair, birthday chair		Service History	Coffee maker, greeter, meeting chair
Mcypaa	2nd		Mcypaa	1st!!
Tidbit	Has a puppy named Duke, and is Emotional AF		Tidbit	"My God is a forgiving God"

Name	Amber R.aka OCD Mama Bear		Name	Sarah S. aka Who the F*ck is Sarah Shamo?!
Position	Hotel		Position	Outreach
Service History	All homegroup positions, sponsorship		Service History	Secretary, coffee, outreach, greeter, area 33
Mcypaa	1st!!		Mcypaa	3rd
Tidbit	Still thinks she is Co-Hotel		Tidbit	She'll be famous one day

Name	Kacie K. aka snip snip bitch aka Kween of the Gingers		Name	Ronnie aka boner garage
Position	Secretary Fun & Unity		Position	Co-Prayer
Service History	Key holder, coffee maker, meeting chair, greeter, snacks, and many others		Service History	Treasurer, greeter, co-chair
Mcypaa	Been to 3. Will be in London and Paris this year!		Mcypaa	1st!!
Tidbit	I've seen everyone's underpants.		Tidbit	It's only a one-car garage. Settle down.

Name	Rob G. aka Founding Father		Name	Prasad G. aka Papa Coconut
Position	Member at large		Position	Member at large
Service History	Sponsor, treasurer, meeting chair, secretary, everything		Service History	Sponsor, treasurer, meeting chair, secretary, greeter, key holder
Mcypaa	4th		Mcypaa	5th
Tidbit	Gots boats and bitches		Tidbit	Undefeated at Mafia

Name	James M. aka ??		Name	Daniel C. aka wax on, wax off
Position	Member at large		Position	Member at large
Service History	GSR, coffee maker		Service History	Meeting Chair, coffee maker
Mcypaa	1st!!		Mcypaa	2nd
Tidbit	hates dragon born		Tidbit	#1 Wiccan

Name	Em M. aka. Em		Name	Scott H.aka Handlebar Hill
Position	Member at large		Position	Member at large
Service History	Outreach, merch, chaired meetings		Service History	Meeting chair, greeter
Mcypaa	3rd		Mcypaa	5th
Tidbit	She's a double agent. Can't go back to Grand Rapids.		Tidbit	Will give free mustache rides

Name	Katie W. aka Grandma		Name	Ben aka Beminem
Position	Member at large		Position	13th step interventionist
Service History	GSR, all home group service positions		Service History	Candy supplier, RC driver, nerf enthusiast, wild man
Mcypaa	3rd		Age	TEEENNNNN!!!
Tidbit	Comes with the raunchiest memes, then goes to bed at 9:30p		Catchphrase	Ask me to rap Eminem for you.

Name	Duke AKA Asshole		Name	Bob Cat
Breed	Pitbull		Breed	American Short-Tail
Service History	Chewer, nut smasher (left nut), keyboard destroyer, affinity for shoes (not sexual), STRONG, cuddler when calm		Service History	Spider slayer, moth murderer, orange, white, cute, PURRRR, misandrist
Age	Just a pup		Age	18 months
Catchphrase	Chris Farley in a dog		Catchphrase	Pink nose, bean toes

Name	Hydra		Name	Terra
Breed	⅛ German Shepherd, ⅛ Rottweiler, ⅛ Shar-Pei, ⅜ Pitbull, and ¼ who knows		Breed	¼ Aussie, ¼ Rhodesian Ridgeback, ¼ Bernese Mt Dog, and ¼ Scottie
Service History	Tail chaser, sock stealer, sister tormenter		Service History	Blue eyed girl, dog version of a viking, murderer, escape artist, ask about her party tricks!
Age	Just a pup		Age	TEEENNNNNN!!!
Catchphrase	Fuck the POlice		Catchphrase	A skunk! Maybe it will be different this time!

Name	Kobi		Name	Bruiser
Breed	Tortie		Breed	German Shephar, Shar-pei mix
Service History	Bestest, cutest cat ever, bug murderer, down to cuddle, purr machine, midnight runner		Service History	Old skool boi, fetch aficionado, allergic to people and their bullshit
Age	2 ½ years young		Age	13 years old
Catchphrase	**PAY ATTENTION TO ME!**		Catchphrase	I wanna show you my stuffed animals!

Comparative Hotel Spreadsheet

The Metro Detroit Bid For MCYPAA 41

Hotel	Crowne Plaza	The Edward	Wyndham
City	Detroit	Dearborn	Sterling Heights
Room Block	260	254	260
Block Cut-off Date	10/22/2019	11/7/2019	11/10/2019
Room Rate	$129 Double&King	$129 King&Double	$99 single, $109 double
Rate cut-off date	10/22/2019	11/7/2019	11/10/2019
Attrition	0%	85%	0% Sliding Scale with the convention space rental fee
Guest room liability	None		None
Meeting Space	Grand Terrace Ballrom, Windsor A, Executive Board Room	Rolls Royce, Stearns Knight, Desoto, Pierce Arrow, Reg Desk 1, Bugatti Royale, Stanley Steamer, Great Lakes Center, Marquis	Jefferson/Maple/Ochard, Adams & Harbor, Isle Royal, Bay Harbor
Dates	11/21/19-11/24/19	11/21/19-11/25/19	11/21/2019-11/25/2019
Main room capacity	1,161	1800	1200
Break out rooms	Terrace A & B, Plaza Ballroom	Rolls Royce, Stearns Knight, Desoto, Pierce Arrow, Bugatti Royale, Stanley Steamer	Jefferson/Maple/Ochard, Adams & Harbor, Isle Royal, Bay Harbor
Hospitality room	Ponchatrain	Yes	Room 139
24 hour space	Yes	Yes	Yes
Floor Plan	Yes	Yes	Yes
Meeting Space Cost	4,000.00	Included w/ Food & Bev. Min	2,100.00
Food and Beverage			
F&B Minimum	4,500.00	None	3,500.00
Coffee cost	45.00	50.00	20.00
Banquet price	48.00		22.00
Banquet minimum	None		None
Hospitality food rules	No outside		None
Amenities			
Audio/Visual	Must use Motown Digital	Available for no charge for 3rd party AV	Available for no charge for 3rd party AV
Parking fees	$10/day,$20 overnight - Both Valet	None	None
Resort fees	None	None	None
Website/Wifi	Free Wifi	Free Wifi	Free Wifi
Payment			
Contract due date	12/05/2018		
Payment due date	Deposit due 12/05/2018		
Form of payment	Card, Check, Cash or Money Order	Card, Check, Cash or Money Order	Card, Check, Cash or Money Order
ADDITIONAL NOTES			
	22% Service Fee	Room rental fee $29,950	$10 Waterpark Access
	$2,500 non-refundable deposit due w/ signed contract	20% Service Fee	20% Service Fee
	*If 90% of 260 room block met then 1 room comp. per 50 booked = max 5 rooms		
	*If 90% of 260 room block met then 10% off Banquet & Food		

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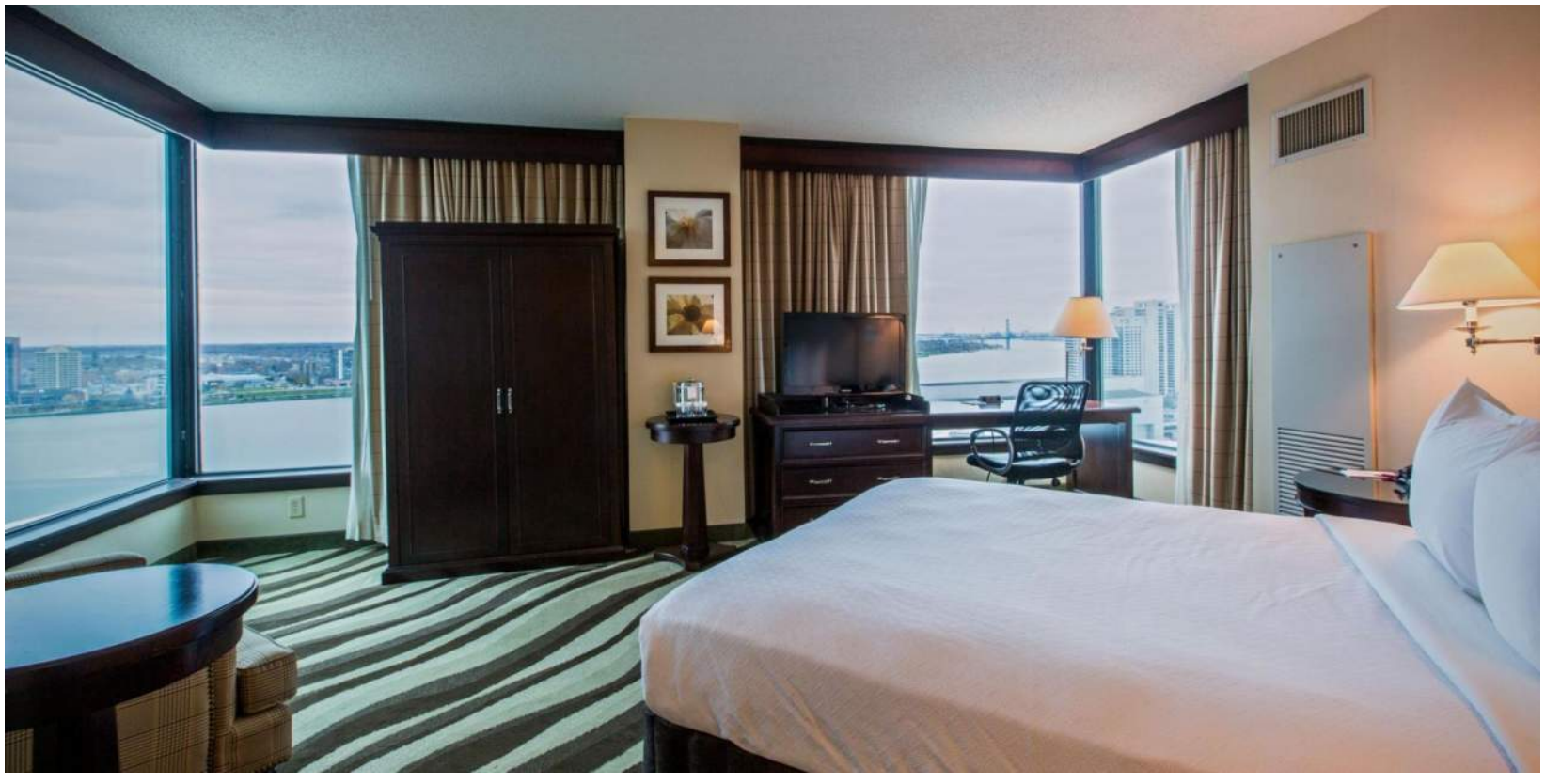


CROWNE PLAZA®
DETROIT DOWNTOWN
RIVERFRONT

11/15/2018

2 Washington Blvd.
Detroit, Michigan 48226
(T) 313-965-0200 (F) 313-965-0360

GROUP SALES AGREEMENT

This Group Sales agreement is entered into by and among Pontchartrain Detroit Hotel, LLC, DBA as Crowne Plaza Detroit Downtown Riverfront (the "Hotel") and the company identified below (the "Client").

1. **DESCRIPTION OF CLIENT AND EVENT; CERTAIN DEPOSITS, FEES AND CHARGES.**

The Client and the event to be held at the Hotel's premises are described below:

Name of Client:	**Metro Detroit Young People In Alcoholics Anonymous (MCYPAA)**
Contact Person:	Prasad Gullapalli
Phone Number:	248-762-8931
E-mail:	peegull@gmail.com
Name or Description of Event (the "Event"): Metro Detroit Young People In Alcoholics Anonymous (MCYPAA)	
Official Program Dates: 11/22/2019 - 11/24/2019	

ACCORDING TO THIS AGREEMENT, THE FOLLOWING DEPOSITS, FEES AND SCHEDULED PAYMENTS MAY APPLY:

Amount of Non-Refundable Deposit: $2500
Additional Deposits and Payment Schedule: SEE SECTION 12
Valet Parking Fee: SEE SECTION 11
Cancellation Fee: SEE SECTION 27

2. **GUEST ROOM COMMITMENT- Courtesy Room Block**

The Hotel agrees that it will provide 160 total room nights indicated below (the "Guest Room Commitment"):

ROOM TYPE	11/21/2019	11/22/2019	11/23/2019	11/24/2019
	Thursday	Friday	Saturday	Sunday
Run of House	10	120	120	10
Total Rooms/Nights	10	120	120	10

3. **HEADQUARTERS HOTEL**

Client shall identify the Hotel as the "Headquarters Hotel", "Official Hotel", "Venue Hotel" or similar denomination in all promotional materials for the Event. Should the Hotel not be exclusively identified as that, the Hotel reserves the right to reduce the total room nights, meeting space or group room rates, or to amend other terms, conditions and special considerations under this Agreement.

4. **GROUP ROOM RATES**

Based upon Client total program requirements as outlined in this Agreement, Hotel confirms the following group rates:

ROOM TYPE	ROOM RATES
Run of House	$129.00

- Complimentary Guest Room WI-FI
- Complimentary Meeting Room WI-FI

Hotel room rates are subject to applicable surcharges, and state and local taxes in effect at the time of check in. Currently local taxes are 15%.

Other lower promotional rates may be available to the public or to other parties via internet booking or otherwise. Client agrees that these rates do not apply to Client's agreed commitment and may be limited in availability with pre-payment and promotional and restricted options.

5. **CONCESSIONS**

In the event that the Client actualizes a minimum of ninety percent (90%) of the Guest Room Commitment, the Hotel, as a special consideration to Client will provide:

- 1 complimentary room per 50
- 10% off Banquet Food and Beverage

6. **CHECK-IN AND CHECK-OUT TIME**

The hotel's check-in time is 4:00PM. Room assignments prior to that time will be on hotel availability basis only. The hotel's checkout time is 11:00AM.

7. **AUDIO VISUAL**

The Crowne Plaza Detroit Downtown Riverfront has partnered with Motown Digital to provide all on-site audiovisual. Motown Digital, chosen by Hotel will provide any audiovisual services and rentals. The client will be responsible for paying any audio-visual charges at the rates established by the company. Should the client choose to bring in their owned Audio-Visual equipment, the hotel reserves the right to charge up to thirty percent of the anticipated lost revenue. The client is required to provide hotel a list of all Audio-Visual needs once available.

Internet & Telephone Requirements: Installation and usage of electrical services and special telephone lines will be incurred at Group expense. All requirements must be directed in writing to hotel's Convention Services Department at least one (1) month in advance of the meeting to ensure adequate time for installation orders to be processed.

Internet charge: First Connection $500.00 per day for each room including one IP Additional Connection $75.00 per day for each additional IP Phone Charges: DID phone line $200.00 installation, $50.00 per day instrument rental Speaker Phone (Polycom) $200.00 installation, $95.00 per day instrument rental

8. **RESERVATIONS METHOD; CHECK-IN SECURITY DEPOSIT**

Individual: Individuals will be responsible for making their own reservations and payment of their own room accommodations and charges. Hotel will provide a group reservation link to be utilized along with attendees being able to contact Crowne Plaza's toll free

reservation number. 1-866-710-7531 or Special booking link created by hotel. All advance reservations will be required to be secured with a credit card for guarantee.

Upon check-in, each guest will be asked for a refundable deposit according to the Hotel policies then in effect, with either credit card, debit card or cash to cover any such charges, (i.e., telephone calls, room service, etc.) in addition to establishing payment terms for their accommodation charges. If a debit card is used, we will authorize an amount equal to room and tax charges for your stay, and the bank will withhold this amount from available funds. Upon departure, we will transmit your final charges to your bank. Depending on various bank's policies, funds may not be available for use from 3 to 7 business days. The Crowne Plaza Hotel will not be responsible for any overdraft fees. It is the responsibility of the group to notify its attendees of this policy.

9. **GUARANTEED RESERVATIONS**

All reservations must be guaranteed with a credit card. Accordingly, attendees will pay for reserved rooms held after 6:00pm and not utilized (i.e., "No Shows").

10. **CUT-OFF DATE**

Reservations by attendees must be received on or before the Cut-Off Date of 10/22/2019. At the Cut-Off Date the Hotel will review the reservation pick up for the Event, release the unreserved rooms for general sale, and determine whether or not it can accept reservations based on a space and rate available basis at the Client's group rate after this date.

Release of rooms for general sale following the Cut-Off date shall not affect, ameliorate or waive any of Client's obligations under this Agreement.

11. **VALET PARKING**

The Crowne Plaza Hotel offers valet parking for our guests and their visitors at a current pricing of **$20.00** per overnight and $10.00 for daily event parking. It is our intension and desire to provide your guests paring during your event, however, there may be some occasions where we are unable to accommodate all parking and other parking options may be sourced or offered to your guests as alternatives. Additional parking options include Cobo Center located directly across the street from the hotel. .
Hotel Valet Parking fee may vary as of the date of the visit and will be applied daily to guest's room.

12. **PAYMENT METHOD; PAYMENT SCHEDULE; CLIENT'S RESPONSIBILITY FOR CHARGES**

The Hotel accepts all major credit cards for payment of a portion or the entire balance in your Master Account. In the event that the Group wishes to set up direct billing for the Master Account, a credit application must be completed and returned with the signed contract for approval by Hotel. Credit policies and procedures will be provided to Client by the Hotel upon the request for a credit application .In the event credit is not approved, or requested, Client can settle its account with a major credit card, wire transfer or pre-payment options. A full prepayment of all estimated charges must be received at least seven calendar days prior to the start of the event.

If client does not make a payment when due: (A) all services under this agreement will be immediately suspended; (B) such event will be construed as a cancellation of the entire agreement without cause by client; (C) the cancellation fee will be due and payable; and (D) client will remain responsible for other financial charges and costs pursuant to the credit policies if applicable.

The non-refundable deposit set forth on the cover page of this Agreement shall be paid upon execution of this Agreement.
Additionally, the following schedule for advance payments will be applicable if direct billing is not approved.

Date of Scheduled Payment	Amount
Deposit with signed contract:	$2500.00
February 1, 2019	$1500.00
June 3, 2019	$1500.00
November 8, 2019	Remaining Balance

Hotel will provide Client with estimated charges based upon completion of group's details and menu plans two (2) weeks prior to the event date.

Client shall be responsible for food and beverage, functions, meeting charges, and all authorized services. These charges will be billed to the Master Account if direct billing has been approved. Hotel must be notified in writing prior to arrival of the authorized signatures and the charges to be posted to the Master Account. Individuals shall be responsible for any charges they incur, which are not authorized to be billed to the Master Account.

13. **FUNCTION INFORMATION AGENDA**

All function space is assigned by the Crowne Plaza Hotel based on the number of attendees expected to participate at the particular function. The Crowne Plaza Hotel will assign the space listed on the program agenda to accommodate the Client's group and all other organization or parties using the Hotel facilities during the group's meeting. The Client agrees to promptly notify the Hotel of any changes in its function space requirements outlined by Client. The Hotel has reserved the right to accommodate function space set forth as required. A 6% sales tax and 22% service charge will apply to Client's master account for all function charges. Function charges will include, among others, food, beverage and rental charges.

DAY	DATE	START	END	FUNCTION	ROOM	SETUP	ATTD	RENTAL
Friday	11/22/2019	08:00 AM	11:59 PM	Office	Pontchartrain Meeting Room	Conference	20	
Friday	11/22/2019	08:00 AM	11:59 PM	See Diagram	Grand Terrace Pre-Function	Special	0	
Friday	11/22/2019	08:00 AM	11:59 PM	Breakout	Terrace A	Rounds of 8	0	
Friday	11/22/2019	08:00 AM	11:59 PM	Meeting	Grand Terrace Ballroom	Theater	800	$4000
Friday	11/22/2019	08:00 AM	11:59 PM	Breakout	Plaza Ballroom	Special	0	
Friday	11/22/2019	08:00 AM	11:59 PM	Breakout	Terrace B	Special	0	
Friday	11/22/2019	08:00 AM	11:59 PM	See Diagram	Terrace Boardroom	Special	0	
Friday	11/22/2019	08:00 AM	11:59 PM	See Diagram	Terrace C	Special	0	
Friday	11/22/2019	08:00 AM	11:59 PM	Meeting	Windsor A	Special	0	
Friday	11/22/2019	08:00 AM	11:59 PM	Meeting	Executive Board Room	Existing	12	
Saturday	11/23/2019	08:00 AM	11:59 PM	Office	Pontchartrain Meeting Room	Conference	20	
Saturday	11/23/2019	08:00 AM	11:59 PM	See Diagram	Grand Terrace Pre-Function	Special	0	
Saturday	11/23/2019	08:00 AM	11:59 PM	Breakout	Terrace A	Rounds of 8	0	
Saturday	11/23/2019	08:00 AM	11:59 PM	Meeting	Grand Terrace Ballroom	Theater	800	
Saturday	11/23/2019	08:00 AM	11:59 PM	Breakout	Plaza Ballroom	Special	0	
Saturday	11/23/2019	08:00 AM	11:59 PM	Breakout	Terrace B	Special	0	
Saturday	11/23/2019	08:00 AM	11:59 PM	See Diagram	Terrace Boardroom	Special	0	
Saturday	11/23/2019	08:00 AM	11:59 PM	See Diagram	Terrace C	Special	0	
Saturday	11/23/2019	08:00 AM	11:59 PM	Meeting	Windsor A	Special	0	
Saturday	11/23/2019	08:00 AM	11:59 PM	Meeting	Executive Board Room	Existing	12	
Sunday	11/24/2019	08:00 AM	06:00 PM	Office	Pontchartrain Meeting Room	Conference	20	
Sunday	11/24/2019	08:00 AM	06:00 PM	See Diagram	Grand Terrace Pre-Function	Special	0	
Sunday	11/24/2019	08:00 AM	06:00 PM	Breakout	Terrace A	Rounds of 8	0	
Sunday	11/24/2019	08:00 AM	06:00 PM	Meeting	Grand Terrace Ballroom	Theater	600	
Sunday	11/24/2019	08:00 AM	06:00 PM	Breakout	Plaza Ballroom	Special	0	
Sunday	11/24/2019	08:00 AM	06:00 PM	Breakout	Terrace B	Special	0	
Sunday	11/24/2019	08:00 AM	06:00 PM	See Diagram	Terrace Boardroom	Special	0	
Sunday	11/24/2019	08:00 AM	06:00 PM	See Diagram	Terrace C	Special	0	
Sunday	11/24/2019	08:00 AM	06:00 PM	Meeting	Windsor A	Special	0	
Sunday	11/24/2019	08:00 AM	06:00 PM	Meeting	Executive Board Room	Existing	12	

14. **CATERING GUARANTEES**

Client shall notify Hotel of the exact number of attendees 72 hours prior to scheduled events. This number of attendees will be considered a minimum and will constitute a guarantee for which Client will be charged, even if fewer guests attend. Any increase in the guaranteed attendance will be accepted up to the time of function, at the hotel's discretion. However, there may be limitations in the selected menu items. The hotel will set up and prepare food 5% over the guaranteed number.

15. **FOOD AND BEVERAGE MINIMUMS**

Client agrees to provide a minimum of $4500.00 in banquet food and beverage revenue (excluding tax and service charge). Should such revenue be less than such amount Client will be responsible for the difference between the minimum banquet food and beverage revenue and the actual food and beverage revenue, plus any applicable taxes of 6% sales tax and a 22% service charge. This amount will be placed on the Client's master bill.

Client and Hotel agree that the liquidated damages stipulated herein are intended to cover reputation and other losses suffered by Hotel in the event Client's failure to reach the minimum banquet food and beverage revenue. They also agree that quantifying losses arising from Client's failure to reach such minimum is inherently difficult insofar as such failure may impact Hotel's reputation or Hotel's existing financial commitments, and further stipulate that the agreed formula to determine liquidated damages is not a penalty, but rather a reasonable measure of damages, based upon the parties' position at the time of executing this agreement and given the nature of the losses that may result from Client's failure.

16. **FUNCTION PAYMENT ARRANGEMENTS**

The full payment must be paid in full seven days before the function. Payment must be in the form of cash, cashier's check, wire transfer or a major credit card. If the function requires bar service a bartender fee of $100.00 per 100 attendees and set up fee may be incurred .plus any applicable taxes of 6% sales tax and a 22% service charge. Any balance must be paid upon the completion of the functions with a credit card on file as backup payment.

17. **CATERING AND CONVENTIONS SERVICE**

Prior to attendee's arrival, a representative from our Catering or Convention Services Department will contact you to finalize your food and beverage functions, meeting and audio-visual requirements. The hotel's Catering or Convention Service Department must review and approve any printed schedule of events prior to publication. Menu selections and event details are required 21 days in advance of the event start date. Final guarantees are required 72 hours prior to the event.

18. **TAX EXEMPTIONS**

Hotel must be notified at least one month in advance, by written notice containing appropriate documentation, of any claims or notification of "Tax Exempt Status". City of Detroit and the State of Michigan ordinances do not recognize many such claims; and, by law override Federal and State jurisdiction.

19. **KEYS:**

The Hotel has the ability to re-key all meeting rooms at a charge of $60.00 per key, max 5 keys per door. Please advise the number of keys required for each office or meeting rooms 48 hours in advance. Client will be responsible for returning the keys at the conclusion of the convention; a charge of $5.00 per key will be applied for unreturned key.

20. **SHIPPING OF PACKAGES**

Due to lack of storage space, we regret that we are unable to accept shipments earlier than three calendar days prior to your conference. A handling charge of $10.50 per box or $250.00 per pallet each way will apply to all incoming and outgoing boxes. Boxes stored longer than three days will incur a charge of $25.00 per box, per day.

Exhibitors are advised to ship all materials directly to the drayage company or show decorator. All exhibitor materials directed to the hotel will be refused and re-routed to the drayage company or show decorator. This will usually result in secondary delivery charges and possibly storage fees.

The Hotel shall not be liable for safe or timely arrival of any packages sent to the Hotel by or for the Group. It is the Group's responsibility to check on the arrival of any packages and to check to insure that the contents are intact. The Hotel accepts no liability for lost, stolen or damaged goods.

Incoming Materials: Hotel will accept only pre-paid packages. The Hotel will refuse any packages delivered COD and the Hotel will make no notification to the shipper. All packages must contain a label giving the following information: TO: Convention Name: Convention Service Manager Name 2 Washington Blvd Detroit, MI 48226 Guest Name / Arrival Date.

21. **PROMOTIONAL MATERIALS AND SIGNAGE**

Nothing can be posted on walls, nailed, screwed, attached to the columns, floors or other parts of the hotel building without the approval of the Hotel Catering Manager or Conventions Services. Any extraordinary repair costs for the protection of the building, equipment, or furniture will be at the Client's expense. Any signs not in compliance will be removed from the public areas of the hotel.

22. **LIABILITY**

The Hotel shall not be responsible for the safekeeping of equipment, displays, supplies, written materials or any other valuables or items left in the meeting rooms, conference areas, or any common or open area. Accordingly, the Client will be responsible for providing security for any such materials and hereby assumes the responsibility for any loss or damage occurred.

23. **FUNCTION INFORMATION**

Client must obtain prior approval from Hotel for all activities, which are planned for the event. The premises shall be used only for those approved activities. Client agrees to assist Hotel in fulfilling and enforcing this provision.

The room divider walls are of substantial quality and will provide privacy for the event. Due to electronic amplification capabilities, occasionally it is necessary to require speakers and bands to stay within certain volume limits. Hotel reserves the right to make any decision that will insure unnecessary interference into any other banquet room. It is important that we respect the privacy rights of all our patrons.

24. **LIQUOR LICENSE**

Client understands and agrees that Hotel's liquor license requires that beverages only be dispensed by Hotel employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or underage.

25. **EXHIBITORS**

The Client is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits, or any other items (collectively whether or not owned by Client, the "Client Property") to and from the Hotel. Client acknowledges that it is exclusively responsible for any loss or damage to any items of Client Property, however caused or whenever arising. The Hotel must be notified in advance of shipping arrangements to insure proper acceptance of Client Property upon arrival at the Hotel. Client Property, used in conjunction with said function may not arrive at hotel prior to 5 days before agreed date of function. Excessive shipment may be subject to a handling fee. Client agrees to arrange for shipping of all excess Client Property within 2 days preceding function. Client and the Hotel agree that the Hotel is not an insurer of the Client Property (even to the extent the Hotel takes possession, control or custody of such property) and, if the Client ships or authorizes any third party to ship or otherwise deliver Client Property to the Hotel. Client waives any claim against the Hotel for any loss, damage, or destruction of any such Client Property. The parties agree that the term "Client Property" shall be broadly interpreted to include not only any items of personal property that are shipped by the Client or anyone acting (or purporting to act) on behalf of or for the benefit of the Client to the Hotel, but also any personal property of any family member, employee, agent or representative of the Client whether or not such Client Property is used in connection with any function conducted by the Client at the Hotel. The parties intend that the Hotel shall not incur any liability, cost or expense as a result of its acceptance of any items of Client Property whether or not such Client Property is received and/or accepted by the Hotel.

26. **DAMAGES TO CLIENT OR HOTEL PROPERTY**

The Hotel is not responsible for damage to or loss of any items, including Client Property left in the Hotel prior to, during or following any function. To the extent that the Hotel is deemed to have possession, custody or control of any Client Property and the waivers of liability granted to the Hotel are deemed for whatever reason or reasons not to be enforceable, under no circumstances shall the liability of the Hotel for any Customer Property exceed the sum of $1,000.00.

Client will be responsible for any damage or loss to the Banquet space, the building or Hotel's equipment, decoration or fixtures, due to the activities of the guests. Hotel will be held harmless by Client for any loss of or damage to any property of any third party. If the affair is held on any premises other than Hotel's premises, Hotel will not be responsible for any loss or damage to any property where Hotel is not negligent.

MCYPAAA will not be held liable for any damage to guest rooms. This will be the responsibility of guests staying the rooms

Scotch tape and thumb tacks may not be used on equipment, walls or ceilings. No electrical equipment or extension cords may be used without Hotel's prior approval. Hotel suggests masking tape. Flammable substances are not permitted in the building or on the premises.

27. **CANCELLATION**

Cancellation without Cause by Client . Client may cancel this Agreement without cause upon written notice to the Hotel at any time prior to the event and upon payment of a cancellation fee based on the following scale, plus applicable taxes:

Date of Cancelation	Client Cancelation Fee
Date of Agreement to 365 days	15% of Total Revenue
364 days to 180 days	25% of Total Revenue
179 days to 90 days	50% of Total Revenue
89 days to 30 days	75% of Total Revenue
30 days to Arrival	100% of Total Revenue

Payment of the cancellation fee will be due and payable at the time hotel receives cancellation notice. Client and Hotel agree that the cancellation fee constitutes liquidated damages to cover reputation and other losses suffered by the Hotel. They also agree that quantifying losses is inherently difficult insofar as such failure may impact non-defaulting party's reputation or existing financial commitments, and further stipulate that the agreed formula to determine the cancelation fee is not a penalty, but rather a reasonable measure of liquidated damages, based upon the parties' position at the time of executing this agreement and given the nature of the losses that may result from Client's cancellation.

Special Event Insurance Coverage & Waivers: Any events planned of a "unique' nature should be reviewed with the Hotel in advance and once approved by Hotel, group may be required to provide evidence of insurance in amounts sufficient to provide coverage for any liabilities arising out of or resulting from the respective obligations pursuant to this contract. Or, you may be required to obtain appropriate waivers of liability as required subsequent to Hotel Pontchartrain LLC. Legal Department review.

Waiver of Damages other than Liquidated Damages . Hotel and Client hereby irrevocably and unconditionally waive, to the fullest extent permitted by law, any right to or claim for any damages other than liquidated damages, including punitive, exemplary, incidental, indirect, special, consequential or other similar damages in any litigation, action, claim, suit, arbitration, mediation or proceeding, at law or equity, arising out of, pertaining to or in any way associated with any dispute arising out of or relating to this agreement, or the breach, termination or cancellation thereof, and the parties covenant never to advance or pursue any such claim for damages and agree that, in the event of a dispute, only liquidated damages as provided in this agreement shall be sought as relief to the exclusion of all others.

Cancellation with Cause by Either Party. Either party may cancel this agreement as a result of one of the limited causes listed below (cancellation with cause). If the agreement is cancelled **with cause**, as provided in this Section:(a) Hotel shall refund all deposit and prepayments made by Client, except those "nonrefundable" deposits and prepayments; and (b) the cancelling party shall not pay any cancellation fee, liquidated damages or damages of any type.

(a) In the event of force majeure, according to Section 29 below.
(b) In the event either party makes a voluntary or involuntary assignment for the benefit of creditors or enter into bankruptcy proceedings prior to the date of the event;
(c) If there is a change in the management company which operates the hotel prior to the event.

28. **RESALE**

In the event of cancellation, the Hotel shall make all commercially reasonable efforts to resell the Client's cancelled rooms. In no event Client may Cancel transfer or resell its rights under this Agreement to any third party or room reseller for purposes of reselling cancelled or unused portions of the guaranteed room block. Client understands that the Hotel sells its remaining inventory first before selling Client's cancelled inventory. If the Hotel does resell any or all of the cancelled guest rooms and meeting space at an amount equal to or greater than the cancellation option amount set forth herein, the Hotel will proportionally refund the cancellation payment.

29. **FORCE MAJEURE**

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, government regulations, disaster, terrorism, strikes (except those involving the employees of agents of the party seeking the protection of this clause), civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible to provide the services or use the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical – but in no event longer that ten (10) days – after learning of such basis.

30. **INDEMNIFICATION AND HOLD HARMLESS**

Client agrees to defend, indemnify, and hold harmless Hotel from and against all claims, actions, causes of action, or liabilities, including reasonable attorneys' fees, arising out of or resulting from any act undertaken or committed by Client or any contractors hired or engaged by the Client in connection with the performance of Client's obligations under this Agreement. Client also agrees to defend, indemnify, and hold harmless Hotel from any liability resulting from any claim, action or cause of action, which may be asserted by third parties arising out of (i) the performance of Client's obligations pursuant to this Agreement, except those actions which are due to the misconduct or negligence of Hotel, and (ii) the activities of the Client at the hotel.

Hotel agrees to defend, indemnify and hold harmless Client from and against all claims, actions, causes of action, or liabilities, including reasonable attorneys' fees, arising out of or resulting from any act undertaken or committed by Hotel pursuant to the performance of its obligations under this Agreement. Hotel also agrees to defend, indemnify and hold harmless Client from any liability resulting from any claim, action or cause of action, which may be asserted by third parties arising out of Hotel's performance pursuant to this Agreement, except for those actions or liabilities which are due to the misconduct or negligence of the Client.

31. **AMERICANS WITH DISABILITIES ACT**

Compliance by the Hotel - The Hotel shall be responsible for complying with the public accommodations requirements of the Americans with Disabilities Act (ADA) not otherwise allocated to the Client in this agreement, including: (i) the 'readily achievable' removal of physical barriers to access to the meeting rooms, sleeping rooms, and common areas (e.g., restaurants, rest rooms, and public telephones); (ii) the provision of auxiliary aids and services where necessary to ensure that no disabled individual is treated differently by the Hotel than other individuals; and (iii) the modification of the Hotel's policies, practices, and procedures applicable to all guests and/or groups as necessary to provide goods and services to disabled individuals (e.g., emergency procedures and policy of holding accessible rooms for hearing and mobility impaired open for disabled individuals until all remaining rooms are occupied). Any extraordinary costs for special auxiliary aids requested by the Client shall be borne by the Client provided the Hotel notifies the Client of such cost in advance in writing.

Compliance by the Client - The Client shall be responsible for complying with the following public accommodations requirements of ADA: (i) the 'readily achievable' removal of physical barriers created by the Client within the meeting rooms utilized by the Client (e.g., set-up of exhibits in an accessible manner) and not controlled or mandated by the Hotel; (ii) the provision of auxiliary aids and services where necessary to ensure effective communication of the Client's program of disabled participants (e.g.,

Braille or enlarged print handouts, interpreter or simultaneous videotext display); and (iii) the modification of the Client's policies, practices and procedures applicable to participants as required to enable disabled individuals to participate equally in the program.

Mutual Cooperation in Identifying Special Needs - The Client shall identify in advance any special needs of disabled registrants, faculty and guests requiring accommodation by the Hotel and will notify the Hotel of such needs for accommodation in writing as soon as they are identified to the Client. Whenever possible, the Client shall copy the Hotel on correspondence with attendees who indicate special needs as covered by ADA. The Hotel shall notify the Client of requests for accommodation which it may receive otherwise than through the Client to facilitate identification by the Client of its own accommodation obligations or needs as required by ADA.

32. **CHANGES, ADDITIONS, STIPULATIONS OR LINING OUT**

Any changes, additions, stipulations or deletions including corrective lining out by either Hotel or Client will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

33. **SECURITY**

The Group acknowledges the Hotel cannot be responsible for the safekeeping of equipment (i.e. laptop/notebook computers, etc.), supplies, written material or any other valuable items left in function rooms by the Group. Accordingly, the Group acknowledges that it will be responsible to provide security of any such above mentioned items and hereby assumes the responsibility of loss thereof. Group further agrees to provide attendees with same information in their own advance collateral as a preventive measure. Please advise the hotel security officer charge is $65.00 per hour, per officer, four-hour minimum.

34. **ACCEPTANCE**

This document fully completed will constitute a revocable offer when it is submitted to Client by an authorized officer of the Hotel. Client will have until "12/05/2018 to accepting in writing delivered to Hotel. The offer will remain open and be irrevocable during this term only if Client had paid the required deposit. At the end of such term the offer will terminate and no longer be valid, and any reserved dates will be released, in which case neither party will have any further obligations. The offer will be deemed rejected if Client counteroffers, conditionally accepts, or attempts to change any of the terms of Hotel's offer~~.~~.

SIGNATURES

Approved and authorized by Client

Name: (Print) _____

Position: (Print) _____

Signature: _____

Date: _____

Approved and authorized by Crowne Plaza Detroit Downtown Riverfront

Name: (Print) Hiba Fashho

Position: Senior Sales Manager

Signature: _____

Date: _____

* Please Sign & Send Back To: ssm@cpdetroit.com

Detroit Downtown Riverfront

Crowne Plaza Detroit Downtown Riverfront
2 Washington Blvd
Detroit , Michigan 48226
United States
Tel: 1-313-965-0200

November 08, 2018

Prasad,

RE: Metro Detroit Young People In Alcoholics Anonymous (MCYPAA)

Thank you for considering the Crowne Plaza Detroit Downtown Riverfront for your upcoming program. We are excited at the opportunity to accommodate your attendees here and to work closely with you to ensure a successful and memorable event.

The distinctively designed Crowne Plaza Hotel offers upscale accommodations, dining, and innovative areas to relax and connect. The Crowne Plaza Detroit Downtown Riverfront, would be privileged to be selected as the site for your planned event. The hotel completed a multi-million dollar renovation of this historic building in 2013 and received IHG's Designer and Developer award for 2013.

We are conveniently located adjacent to Detroit's Cobo Hall Convention Center in downtown Detroit, across from Hart Plaza. The Detroit People Mover also has a station next door that can provide a unique transportation system for your attendees to experience and enjoy other areas and nightlife in the surrounding area of the hotel.

Our location is key to a few additional sites and attractions in Detroit:

- The Detroit Renaissance Center
- Detroit Medical area Hospitals
- Wayne State University
- Detroit Financial District
- Comerica Park (Detroit Tigers Baseball)
- Ford Field (Detroit Lions Football)
- Little Caesars Arena (LCA) Home of the Detroit Red Wings Hockey
- Little Caesars Arena (LCA) Home of the Detroit Pistons Basketball
- Theatre District
- Detroit Institute of the Arts
- Detroit Casinos
- Belle Ilse
- Windsor, Canada (International Border)

Guest Accommodations

Getting rest and relaxation when you are away from home is important. You can also stay busy while relaxing with all of these comforting touches:

- Complimentary High Speed Wireless Internet in all guest rooms
- Each guest room has multiple electric outlets and USB ports for connectivity for all your important devices
- Guaranteed wake up call
- Sleep Advantage Program to include additional layers of bedding
- Quiet Zone Floors
- Aromatherapy spray and rejuvenating body lotion

We currently are not holding this space for your event. If we may have the pleasure of moving forward on these details, please contact me directly so that I can hold your required space for your group.

I look forward to moving forward in regards to the chosen date for your event!

Thank you for consideration of the Crowne Plaza Detroit Downtown Riverfront!

Sincerely,

Meetings

You are our number one priority.

At Crowne Plaza, your success matters. We understand you want to work with a team you can trust – people who are professional, flexible and always responsive. You want transparent prices, a single point of contact with a focus on the details. We're delighted to tell you that you've come to the right place.

We are experts in helping to create successful events. Our Crowne Meetings Director is a seasoned professional who understands what you're trying to accomplish. Just tell us what you have in mind and our dedicated point of contact will offer thoughtful and creative suggestions.

We can tailor menus, guestroom blocks and more to fulfill your needs. Are you looking for a special check-in area with unique treatment for your VIPs? No problem. Or perhaps you have a specific meeting set-up in mind; we'll suggest the optimal arrangement for our event space.

Earn and enjoy rewards and benefits you'll only find at Crowne Plaza, such as our IHG Business Rewards Program and a daily meeting debrief that makes it easy to keep a handle on your budget.

Whatever you have planned, we'll work with you to deliver success.

Our Facilities

Large or small, we’ve got it covered.

We have 32,000 square feet of flexible space that can accommodate your meeting. Whether you need an intimate boardroom, a grand ballroom or alluring exhibit space, one of our twelve dynamic event rooms will fit the bill. Add in five-star service and a prime downtown location, and we’ll make choosing the right venue for up to 1,100 guests a cinch.

At Crowne Plaza Detroit Downtown Riverfront, we proudly offer a state-of-the-art AV system. Along with comfortable Herman Miller Caper® chairs, convenient wireless Internet access throughout the hotel, and delicious cuisine, we work with you to deliver successful meetings and events, every time.

- Grand Terrace Ballroom - 10,455 Square Feet
- Terrace A - 340 Square Feet
- Terrace B - 632 Square Feet
- Terrace C - 753 Square Feet
- Plaza Boardroom - 1,785 Square Feet
- Executive Boardroom – 312 Square Feet
- Pontchartrain Room – 1,225 Square Feet
- Windsor Ballroom – 5,5593 Square Feet
- Jefferson House - 1,428 Square Feet
- Summit Room – 2,380 Square Feet
- Crowne Room – 598 Square Feet

Meeting Rewards

Earn more with our rewards; you deserve it.

You can enjoy IHG Business Rewards when choosing the Crowne Plaza Detroit Downtown Riverfront for your event. This loyalty program rewards you for every qualified meeting held at Crowne Plaza hotels in the U.S., Canada, Mexico, Latin America and Asia Pacific.

You'll receive 3 Rewards points for every USD $1 you spend on qualified meetings. Plus, you'll continue to earn points for personal stays at over 4,500 properties worldwide across our IHG family of brands. **Your points will never expire.**

- It's easy to obtain Elite status. Hold just one qualified meeting and you'll reach Gold Elite status; host two events in a calendar year and you'll reach Platinum. With each member level, the rewards get better and better.
- Unique to Priority Club Meeting Rewards, you can redeem points for Priority Club Meeting Credits, ranging in value from $250 to $1,000.
- Redeem points for Rewards Nights at over 4,500 properties worldwide, with no black-out dates.
- And, feel free to redeem points for airlines miles, retail gift certificates, brand-name merchandise and more.

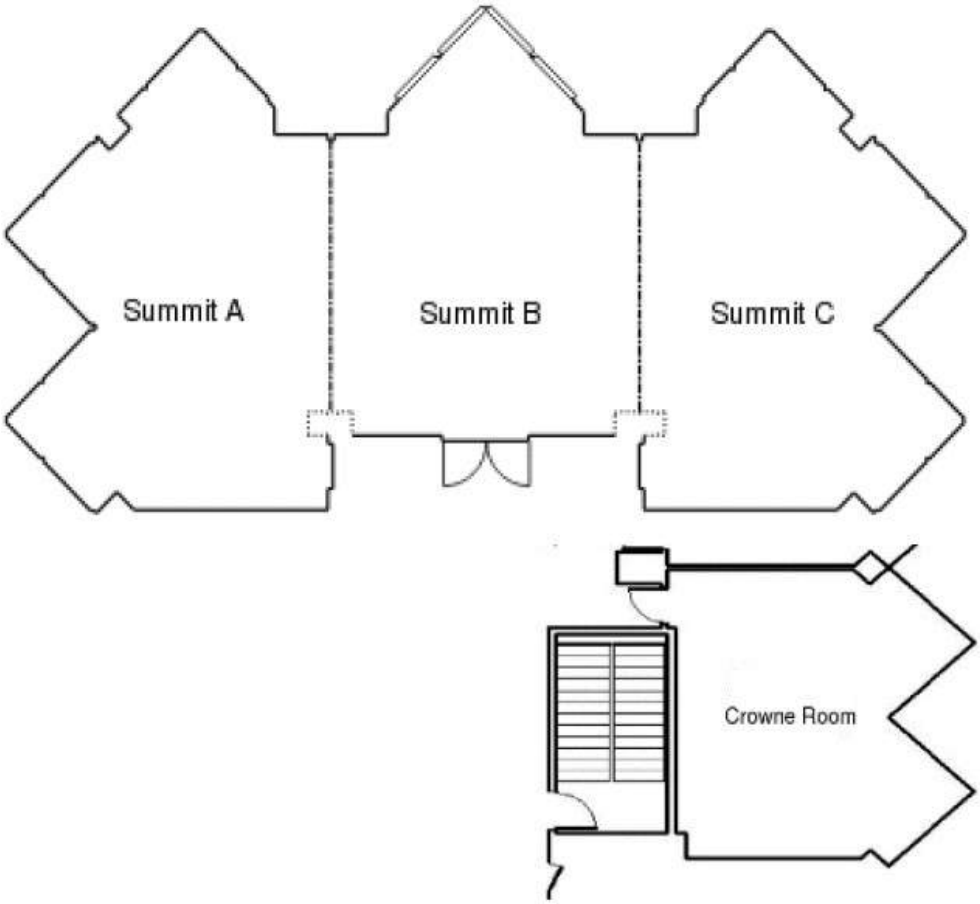
Register Today

Function Space

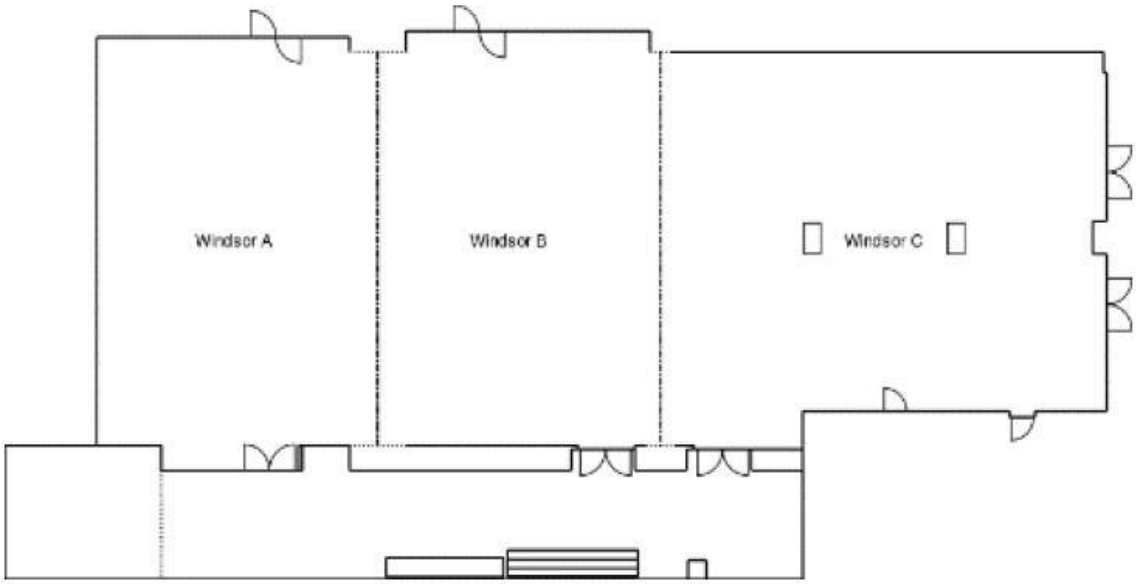
Capacity Chart

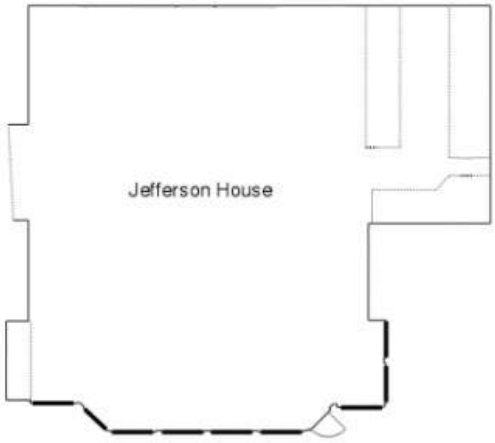
Room	Area (Sq. Ft.)	Height (Ft.)	Dimens (Ft.)	Cocktail	Theater	Classroom	Banquet	U-Shape	Conference
Lobby Level									
Executive Boardroom	312	12	12 x 26	-	-	-	-	-	12
Pontchartrain Room	1,225	12	35 x 35	90	55	35	50	25	30
Windsor Ballroom	5,593	12	47 x 119	400	350	250	300	70	60
Windsor A	1,551	12	47 x 33	130	75	50	100	30	30
Windsor A+B	3,149	12	47 x 67	200	250	150	160	50	60
Windsor B	1,598	12	47 x 34	130	75	50	100	30	30
Windsor B+C	4,042	12	47 x 86	200	200	150	160	50	50
Windsor C	2,340	12	45 x 52	130	60	40	100	25	25
Jefferson House	1,428	12	42 x 34	158	158	102	119	40	47
25th Floor									
Summit Room	2,380	11	34 x 70	120	90	60	80	45	30
Summit A	816	11	34 x 24	50	40	20	30	20	20
Summit B	690	11	30 x 23	50	40	20	30	20	20
Summit C	816	11	34 x 24	50	40	20	30	20	20
Crowne Room	598	11	23 x 26	40	25	15	20	12	12
Terrace Level									
Grand Terrace Ballroom	10,455	14	85 x 123	1,161	1,161	615	871	298	348
Grand A	3,315	14	39 x 85	368	368	195	250	94	110
Grand A+B	7,140	14	84 x 85	793	793	420	595	204	238
Grand B	3,825	14	45 x 85	425	425	225	300	109	127
Grand B+C	7,140	14	84 x 85	793	793	420	595	204	238
Grand C	3,315	14	39 x 85	368	368	195	250	94	110
Pre-Function Space	2,694	14	22 x 120	-	-	-	-	-	-
The Balcony	3,400	-	40 x 85	377	377	200	283	97	-
Terrace Boardroom	336	11	21 x 16	37	37	24	28	11	11
Terrace A	340	11	17 x 20	37	37	24	16	11	11
Terrace B	632	11	17 x 39	70	70	35	40	25	21
Terrace C	753	11	25 x 34	80	80	45	50	30	25
Plaza Ballroom	1,758	11	35 x 51	150	110	75	100	35	35
Plaza A	595	11	35 x 17	60	50	30	30	20	20
Plaza A+B	1,190	11	35 x 34	120	75	60	60	30	25
Plaza B	595	11	35 x 17	60	50	30	30	20	20
Plaza B+C	1,190	11	35 x 34	120	75	60	60	30	25
Plaza C	595	11	35 x 17	60	50	30	30	20	20

Floor Plan



Back to Chart





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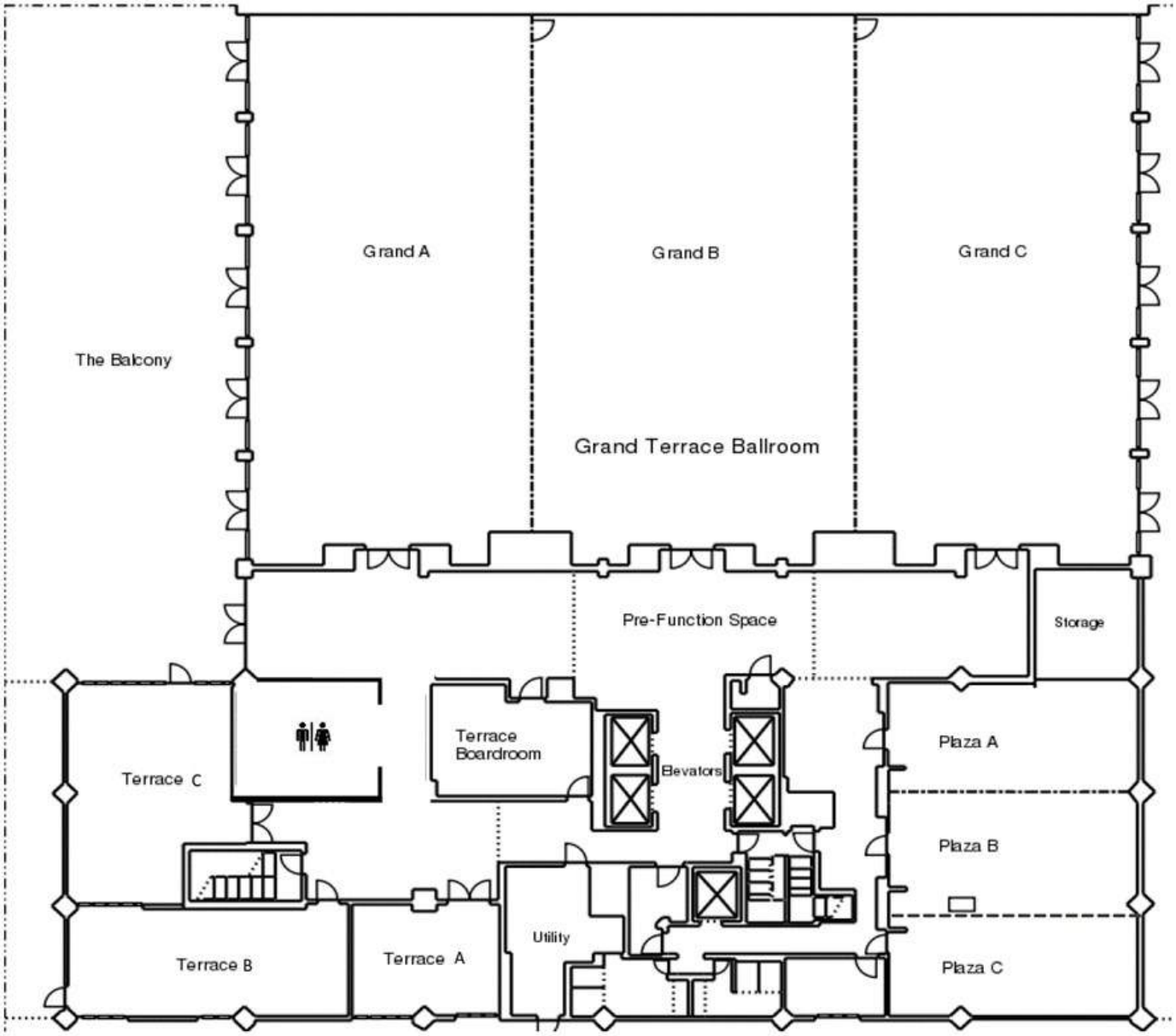

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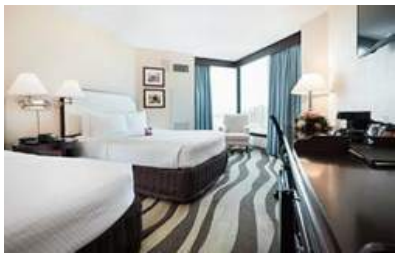
What We Offer



At Crowne Plaza, your success matters.

Crowne Meetings Director

Our dedicated Crowne Meetings Director will be your single point of contact from the first phone call to the wrap-up meeting. An empowered professional with a can-do attitude, our Crowne Meetings Director will help you plan every aspect of your event and will be on-site to ensure your meeting is a success.

Our Crowne Meetings Director understands how important your job is and how to make your work a little easier. They'll work with our hotel team to tailor your event and will be one step ahead of any requests you may have.

Daily Meeting Debrief

Our Crowne Meetings Director will keep you up-to-date on event details as they progress throughout the day. The daily debrief provides a review of charges, schedules, any adjustments needed and the million or so other things go into making a successful event. You will receive a summary of each day's expenditures, making it easier to stay on track and manage your budget.

Crowne Plaza Sleep Advantage®

We know how important sleep is. Sleep is the fuel that powers the day. At Crowne Plaza, we've thought of elements to help you and your attendees unwind and ensure a great night's sleep.

- It begins with our luxurious, soft bedding with plenty of plump pillows. Snuggle into a body-hugging duvet or coverlet.
- In our Quiet Zones, there will be no housekeeping or engineering activities Sunday through to Thursday carried out from 9.00pm to 10.00am, unless specifically requested by a guest.
- After such a deep night's sleep, you may need a little extra nudge to wake up. That's why we also guarantee to call you +/- 5 minutes of your requested wake up time – or your room is free.†

Terms and Conditions

*Sleep Advantage is only available at Crowne Plaza Hotels & Resorts in North America, Mexico, Latin America, Europe, Middle East, Africa and Japan.

†Wake-up call will be provided within 5 minutes before or after the requested time.

‡Room rate and applicable taxes.

Prasad,

We would like to welcome you to the Crowne Plaza Detroit Downtown. Our team is here to help you create a successful event, because your success matters to us.

Need a helping hand during crunch time at our Business Center or a ride to nearby entertainment? It's all part of what we do every day to take care of you. Our prime location in downtown Detroit's business district is just the beginning.

We have 32,000 square feet of meeting space, 365 renovated guestrooms and exclusive services such as a dedicated Crowne Meetings Director, who is your right hand from start to finish. Don't be surprised to see a lot of smiling faces here—after all, complementing our conference facilities are an abundance of amenities including an extensive fitness center, Crowne Plaza Sleep Advantage® and delectable dining options. From Concierge service to our Priority Club® Rewards loyalty program, we have just the right environment and services to help you achieve your objectives.

We look forward to welcoming you soon.

Yours sincerely,

Sherri Cavanaugh

Sherri Cavanaugh
Director of Sales and Marketing
Crowne Plaza Detroit Downtown Riverfront
Phone: 1-313-965-0200
Fax: 1-313-965--4557
Email: dos@cpdetroit.com

Rooms

Get a great night's sleep.

Features	Guest Rooms	Executive Club Level	Suites
– Premium Services			
Dinner Snacks, complimentary		•	
Drinks, complimentary		•	
Free Morning Newspaper Delivered to Room	•	•	•
Valet Service	•	•	•
– Entertainment			
Cable / Satellite TV	•	•	•
Color TV	•	•	•
In Room Movies - Premium Cable	•	•	•
– Workspace / Desk			
Desk Level Electrical Outlet	•	•	•
Spare Electrical Outlet at Desk	•	•	•
Work Desk with Lamp	•	•	•
– Phone / Fax			
Direct Dial Phone	•	•	•
Phone with Voice Mail	•	•	•
Speaker Phone	•	•	•
Telephone Jack Adapter Available	•	•	•
Two-Line Phone	•	•	•
Spare Electrical Outlet at Desk	•	•	•
Desk Level Electrical Outlet	•	•	•
– Bathroom / Personal Care / Shower			
Bathtub	•	•	•
Dressing Room			•
Hairdryer	•	•	•
Private Bathroom	•	•	•
– Refreshment / Kitchen			
Coffee Maker	•	•	•
– Miscellaneous			
All rooms non smoking	•	•	•
Crib	•	•	•
Double Glazed Windows	•	•	•
Individually Controlled Air Conditioning	•	•	•
Iron / Ironing Board	•	•	•
Rollaway Bed / Cot	•	•	•
Separate Hanging Closet	•	•	•
Separate Living Room		•	•
Sofa Bed		•	•
Number of Closets in Room	1	1	2

Dining

Feeling hungry or thirsty? We have multiple options for you.

Restaurants

Urban Cellars

Urban Cellars is a modern American restaurant that utilizes a mixture of imported and fresh local offerings in a casual setting.

Location: Hotel Lobby
Serves: Breakfast, Brunch, Lunch, Dinner, Dessert
Hours: 6:30 AM - 11:00 PM

In-Room Dining

Now you can get great food that's easy to eat while you work or perfect for tucking up in bed with. Whether you're preparing a presentation or just feel like staying in, our in-room menu offers selections based on what you feel like today.

Bars / Lounges

Urban Cellars

There's always time to relax, and where better to do it than in the cozy lounge, Urban Cellars. We invite you to stop in for friendly service, a drink or two or just watch your favorite sporting event on the many mounted TV's. A perfect way to relax after a long day or start off the evening. Michigan craft beers are available on tap.

Location: Located on the Main Lobby floor.
Hours: 12:00 PM - 12:00 AM

Information

Quick facts about our hotel.

About Us

- IHGM® Green Engage Hotel
- IHG's Designer of the Year Award 2013
- 20 Miles from Detroit Metropolitan Airport (DTW)

Check In / out

- Check-In Time: 4:00 PM
- Check-Out Time: 11:00 AM
- Minimum Check-In Age: 21
- Late Checkout Available

Location

- Location: Downtown / City Center
- Closest City: Detroit
- Distance From Hotel: 0.0MI
- Local Time: 15:08 GMT -04:00

Internet Options

- Complimentary Standard Internet Service
- Wireless Internet Available in Standard Rooms, Executive Rooms, Suites, Business Center & Public Areas

Facility

- Hotel renovated in 2013
- 25 Floor(s)
- 367 Guestroom(s)
- 200 Single-Bedded Room(s)
- 167 Double-Bedded Room(s)
- 367 Non-Smoking Room(s)

Languages spoken by hotel team

- German
- English
- Spanish
- French
- Italian

Pet policy

- Service Animals Allowed

Credit cards

- American Express
- Carte Blanche
- Diners Club
- Discover
- Master Card
- Visa

Accessibility

- Service Animals Allowed

Services & Amenities

- Health & Fitness Center (Renovated 2013)
- Indoor Pool
- Whirlpool
- Sauna
- ATM Machine
- Concierge Service
- Safe Deposit Boxes
- Dry Cleaning Pickup / Laundry

What’s nearby

- Little Caesars Arena (LCA)
- Cobo Hall Convention Center
- Greektown
- Downtown Detroit
- Detroit Riverwalk
- Hart Plaza
- Comerica Park
- Windsor Canada

Explore the Area

Get ready to experience Detroit.

Within a dynamic city steeped in rich culture and history, Detroit sizzles with ways to inspire your team. Step outside the Crowne Plaza Detroit Downtown Riverfront and you'll be surrounded by world-class entertainment and legendary landmarks. You can find a different flavor of excitement each day—from professional sports to local events, including hydroplane racing and Jazz Fest. Ready to try something different? From art galleries and museums, to shopping meccas and entertainment venues, one visit to the Motor City is never enough.

Whatever side of Detroit strikes your fancy, your Crowne Meetings Director or our Concierge services will connect you with the information you need. When you stay with us, we want you to spend your time exactly the way you desire.

We'll help you get the most out of your stay.

Attractions

Enjoy great sightseeing and nearby activities.

- Little Caesars Arena (LCA)
- Cobo Hall Convention Center
- Greektown
- Ford Field
- Detroit Riverwalk
- Hart Plaza
- Comerica Park
- Windsor Canada

DIRECTIONS

We provide you with the quickest route to get here.

Driving Directions

From Detroit Metropolitan Airport (DTW)

- I-94 East
- Exit on the Lodge Freeway South, exit at Larned Street exit left only.
- Go through the first stop light.
- The hotel will be on the southeast corner of Larned and Washington, adjacent to Cobo Hall.

From I-96 or I-75

- Exit on the Lodge Freeway South, exit at Larned Street left only exit.
- Go through the first stop light.
- The hotel will be on southeast corner of Larned and Washington on the right.

From Southfield

- Take Lodge Freeway South, exit Larned Street left exit only and proceed through the first stop light. The hotel will be on the southeast corner of Larned and Washington on the right side.

Contact Us

Hiba Fashho
Senior Sales Manager
Email : ssm@cpdetroit.com
Phone : 313-782-4317
Fax : 313-965-4557

Sherri Cavanaugh
Director of Sales and Marketing
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2 Washington Blvd
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Fax : 1-313-965-4557
Website : www.ihg.com/crowneplaza/hotels/us/en/detroit/dttnd/hoteldetail

WYNDHAM GARDEN®
Sterling Heights

LETTER OF AGREEMENT BETWEEN
Wyndham Garden Sterling Heights
AND
MCYPAA

Amber Russell
MCYPAA
PO Box 1624

Royal Oak, MI 48068
586-738-4788

amberrs88@gmail.com

Paul Scalzi
Wyndham Garden Sterling Heights
34911 Van Dyke

Sterling Heights, MI 48312

RE: MCYPAA
MEETING DATES: 11/21/2019 – 11/25/2019

MCYPAA and the Hotel agree as follows:

These arrangements will be a definite commitment if this agreement is signed by both parties by **12/13/2018.**

Between now and **12/13/2018**, unless both parties have agreed upon and fully executed this agreement, should another organization request the dates and be in a position to confirm immediately, we will advise you and you will have three (3) business days to confirm on a definite basis.

If this agreement is not mutually executed by **12/13/2018**, the room block may be automatically released.

GUEST ROOM ACCOMMODATIONS
This contract applies to the following block of rooms:

Room Type	11/21/2019	11/22/2019	11/23/2019	11/24/2019			
	Thursday	**Friday**	**Saturday**	**Sunday**			
Single	5	30	30	5			
Double	5	90	90	5			
	10	120	120	10			

Total Guest Room Night Commitment: Customer's total guest room night commitment is 260

CUT-OFF DATE
The "cut-off date" for accepting reservations into this room block is 11/08/2019. Reservations requests received after 4:00 p.m. local time at the Hotel on the cut-off date will be accepted on a space and rate availability basis. Failure to reserve rooms before the cut off date will not impact the enforceability of the attrition or cancellation clauses.

RATES
We are pleased to confirm the following special net, non-commissionable rates:

Room Type	**Rate**
Single	$99.00
Double	$109.00
Suites	$199

Hospitality Room 139	Complimentary

Rates do not include applicable state and local taxes, currently 13%.

RESERVATIONS METHOD:

OPTION 1
INDIVIDUAL RESERVATIONS: Each individual guest must make their own reservations by calling 586-979-1400 before the designated cut-off date. They must identify themselves as members of the group. All reservations must be guaranteed and accompanied by a first night room deposit or guaranteed by a major credit card. **MCYPAA or MCYPAAAC will not be held liable for any damage to individual guest rooms. Guest room liability is up to the guests.**

ROOMING LIST: For Staff @ a Rate of $79
Reservations made by rooming list will be guaranteed for late arrival to the group. If guests listed on the rooming list do not check-in, the group's master account will be charged for the first night's room and tax.

GUEST ROOM & BANQUET FUNCTION CHARGES

Guests will be responsible for their own guest room; tax and incidental charges upon checkout and the MCYPAA will be responsible for all scheduled food & beverage and service charges.

FUNCTION SPACE
Based on your requirements, we have reserved function space as shown on the following schedule of events.

Day	Date	Start	End	Function	Room	Setup	# of People	Room Rental
Friday	11/22/2019	07:00 AM	1:00 AM	Conference	Grand Ballroom	Conference	1000	Sliding Scale
Saturday	11/23/2019	07:00 AM	1:00 AM	Conference	Grand Ballroom	Conference	1000	Sliding Scale
Sunday	11/24/2019	07:00 AM	4:00 PM	Conference	Grand Ballroom	Conference	1000	Sliding Scale

APPLICABLE SERVICE CHARGE AND TAXES: All goods and services including food and beverage, room rental, audio-visual, and any other miscellaneous banquet charges are subject to a 20% taxable service charge and current sales tax.

FOOD AND BEVERAGE: No food or beverage of any kind will be permitted to be brought into or taken from the hotel by the guest, or any attendees, with the exception of the wedding cake. The hotel will purchase any items requested from a licensed purveyor. All food and beverage pricing is subject to change due to market conditions.

ALCOHOLIC BEVERAGES: The Michigan State Liquor Commission regulates the sale and service of all alcoholic beverages. The Wyndham Garden Sterling Heights is required to adhere to and enforce those regulations. In compliance with Michigan State Laws and Regulation, favors or gifts for your guests that will contain alcohol must be verified with your Sales Manager, as most are not allowed.

BANQUET ROOM LIABILITY: The hotel reserves the right to inspect and control all functions held on premises. The client will be held liable for any and all damages to the facilities by their

guests or independent contractors. The hotel will not permit the affixing of anything to the walls, ceilings, or floors, without the prior written consent of hotel management. Only approved, insured, and certified vendors may provide Audio/Visual, staging equipment, or hang any items from the ceiling.

ROOM SCHEDULES: Function rooms are assigned according to the anticipated number of guests. The hotel reserves the right to reassign banquet function rooms at its discretion. If a change from the original room set-up is requested on the day of your function, a labor charge will be assessed. It is the policy of the hotel that all the schedules in the contract are strictly adhered to and the rooms are vacated as scheduled. An additional service charge will be assessed for rooms occupied beyond contracted arrival and departure times (this includes any equipment). Access to your banquet rooms for preparations, deliveries or decorations is 90 minutes prior to event start time. For guaranteed access more than 90 minutes prior to your event space, it may be reserved with payment of a room rental, based upon availability.

OTHER: The hotel will not assume liability for any damage or loss of any merchandise or articles left in the facility before, during or after the event. All decorations supplied by the event organizer must meet with the regulations of the local fire department codes. Candles are permitted, but the wick is not allowed to be exposed. Smoke and/or fog machines are not permitted. No music allowed on Monday-Saturday, before 6:00 pm without prior written consent of hotel management. The hotel reserves the right to control the volume level of your group, or sound system (band, DJ or other). Additional clean up fees will be charged if confetti, silly string, glitter, rice or bubbles are used inside the Wyndham Garden Sterling Heights.

GUARANTEE: A final guest count is required no later than ___7__ days prior to your event date. If the guarantee count is below the original minimum, then room rental charges will be assessed.

MINIMUM REVENUE: This Agreement will generate revenue for Hotel from a variety of sources, including guest rooms, food & beverage, and charges for ancillary services. The minimum revenue anticipated by Hotel under this Agreement (excluding taxes and other charges) is:

Minimum Guest Room Revenue (*# of room nights in Room Block x average Rate)*:	$ See Sliding Scale
Minimum Food & Beverage Revenue (*based on committed food & beverage minimum)*:	$ 3,500
Estimated Other Revenue:	$ See Sliding Scale
Total Minimum Revenue:	$ **See Sliding Scale**

ROOM RENTALS and RENTAL ITEM CHARGES:

Room Rental Charges will be accessed according to the following Sliding Scale:
Ballrooms A & B

Room Nights	**Rental Cost**
150 or More	$2,100
125-149	$3,200
124-100	$4,300
75-99	$5,400
50-74	$6,500
Less than 50 Room Nights	$12,500

Chair Rental: Client agrees to pay ½ (one-half) the rental cost of chairs needed over 1,000.

Sound System in General Session: Client agrees to pay ½ (one-half) the cost of a sound system in General session room. Hotel to pay for AV tech to set up system to clients specifications.

If Customer does not fulfill all of its commitments or cancels this Agreement, Customer agrees that Hotel will suffer damages that will be difficult to determine. The "Attrition" and "Cancellation" provisions below provide for liquidated damages agreed upon by the parties as a reasonable estimate of Hotel's losses and do not constitute a penalty of any kind.

If Customer does not fulfill its Minimum Food & Beverage Revenue commitment, it will pay the difference between its Minimum Food & Beverage Revenue commitment and its actual food & beverage revenue (plus all applicable taxes).

CANCELLATION: If Customer cancels this Agreement, Customer will provide written notice to Hotel, accompanied (except in the case of a Force Majeure) by payment of the amounts indicated below (plus all applicable taxes) :

Cancellations received will be subject to a cancellation penalty as follows:

240 days or more prior to the function date	25% of the contracted total
91-239 days prior to the function date	50% of the contracted total
31-90 days prior to the function date	75% of the contracted total
Less than 30 days prior to the function date	90% of the contracted total

The parties agree that the amounts included in this Cancellation clause are reasonable estimates of the losses that would be incurred by Hotel and factor in Hotel's ability to mitigate its losses through resale.

PAYMENT OPTIONS: Payment will be made as indicated below. *Please check applicable option.*

	Customer Pays	**Guest Pays**
Guest rooms (including taxes and automatic or mandatory charges):		X
Event Food & Beverage (including taxes, service charges, and administrative charges):	X	
Incidental charges:		X

DEPOSIT AND PAYMENTS: A $1,000 deposit is required at the time of event booking. All deposits are non-refundable and non-transferrable. 50% of the total estimated final balance is due 30 days, or 1 month, prior to the event date. The final balance is due one week after the event date. Personal Checks are not accepted within 20 days of event date.

INSURANCE: Each party will maintain insurance sufficient to cover any claims or liabilities which may reasonably arise out of or relate to its obligations under this Agreement and will provide evidence of such insurance upon request.

INDEMNIFICATION: Each party will indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims resulting from its breach of this Agreement or the negligence, gross negligence or intentional misconduct of such party or its officers, directors, employees, agents, contractors, members, or participants. Neither party will be liable for punitive damages.

FORCE MAJEURE: If acts of God or government authorities, natural disasters, or other emergencies beyond a party's reasonable control make it illegal or impossible for such party to perform its obligations under this Agreement, such party may terminate this Agreement upon written notice to the other party without liability.

NOTICE: Any notice required or permitted by the terms of this Agreement must be in writing.

ASSIGNMENT: Customer may not assign or delegate its rights or duties under this Agreement without Hotel's prior approval.

SEVERABILITY: If any provision of this Agreement is held to be invalid or unenforceable that provision will be eliminated or limited to the minimum extent possible, and the remainder of the Agreement will have full force and effect.

WAIVER: If either party agrees to waive its right to enforce any term of this Agreement, it does not waive its right to enforce any other terms of this Agreement.

SIGNATURE

This contract, with exhibits attached (if any), constitutes the entire agreement between the parties and may not be amended or changed unless done so in a writing signed by Hotel and Group.

The undersigned represent that they are authorized to sign and enter into this contract.

Notice may be sent via facsimile transmission and will be considered effective as of the date and time of the facsimile confirmation of transmission.

ACCEPTED AND AGREED TO:

BY_____
Amber Russell (MCYPAA)

Date_____

BY_____
Paul Scalzi (Wyndham Garden Sterling Heights)

Date_____

WYNDHAM GARDEN® HOTELS

Sterling Heights

34911 Van Dyke Avenue, Sterling Heights, MI 48312

Phone: 586-979-1400 Fax: 586-979-0430

BURBYPAA 2019 Conference

Dear Amber,

Thank you so much for this opportunity to present the newly multimillion dollars renovated Wyndham Garden Sterling Heights as the potential site for your groups' upcoming event. We currently have your requested guest rooms and meeting space available and would appreciate your serious consideration of what we have to offer. Allow me to provide you with important information regarding our hotel, services and amenities.

Highlights of our Hotel Services and Amenities:

- **Guest Room Renovation**
  - NEW furniture and bedding
  - NEW wallpaper and carpet
  - NEW lighting and guest room amenities
- **Guests Can Enjoy**
  - 189 Guest rooms and suites
  - Complimentary high speed internet access
  - Complimentary Business Center
  - Refrigerator and microwave in each room
  - Loon River Café serving Breakfast, Lunch & Dinner
- **Hotel Shuttle**
  - NEW Shuttle offering service within 5 miles
- **Facilities**
  - Full service hotel offering 15,000 square feet of meeting space, including 16,000 square foot Grand Ballroom

Proposal from the Wyndham Garden Sterling-Heights
For: MCYPAA 2019 Conference

Dates & Guest Rooms:

Day & Date	Number of Rooms	Single Occupancy Room Rate (King room with pull out Couch)	Double Occupancy Room Rate
Thursday November 21, 2019	5 Kings/5 Double Queens	$99 (Rate does not include access to the Waterpark, wristbands may be purchased for $10 each per day)	$109 (Rate does not include access to the Waterpark, wristbands may be purchased for $10 each per day)
Friday November 22, 2019	30 Kings/90 Double Queens	$99 (Rate does not include access to the Waterpark, wristbands may be purchased for $10 each per day)	$109 (Rate does not include access to the Waterpark, wristbands may be purchased for $10 each per day)
Saturday November 23, 2019	30 Kings/90 Double Queens	$99 (Rate does not include access to the Waterpark, wristbands may be purchased for $10 each per day)	$109 (Rate does not include access to the Waterpark, wristbands may be purchased for $10 each per day)
Sunday November 24, 2019	5 Kings/5 Double Queens	$99 (Rate does not include access to the Waterpark, wristbands may be purchased for $10 each per day)	$109 (Rate does not include access to the Waterpark, wristbands may be purchased for $10 each per day)

Guestroom tax 13%.

34911 Van Dyke | Sterling Heights | Michigan |48312
(586) 979-1400 Phone | (586) 979-0430 Fax

WYNDHAM GARDEN® HOTELS

-Cutoff Date will be November 10, 2019
-See Sliding Room Rental
-1 Comp room per 40 Revenue Generating rooms
-Reservations are individual call/Individual Pay
-Sixteen (16) Staff Rooms at $79
-Two Complimentary Upgrades to Suites
-Group rate available 3 days prior to arrival and 3 days post departure
-Hotel agrees to allow group attendees and vendors to plug into electrical outlets at No Charge
-Hotel agrees to allow group to use a third party AV company at no charge or fee
-Hotel will provide one complimentary meeting room for up to 50 people for a maximum of six (6) pre-planning meetings between the signing of the contract and the event date
-MCYPAA/BURBYPAA will not be held liable for any damage to individual guest rooms.
-Hotel will NOT extend Water Park hours

Function Space TBD

Day & Date	Start Time	End Time	Function	Room	Setup	Rental fee
Friday 11/22/19-Sunday 11/24/19	2pm Friday	12:00PM Sunday	General Session	Jefferson/Maple/Orchard	Theatre Style (800 Friday and Saturday, 600 Sunday)	A set up fee of $250 per section if the room has to be reset during the conference
Friday 11/22/19-Sunday 11/25/19	2pm Friday	12:00 AM Sunday	Break Outs	Adams, Harbor, Monterey, Concord, St. Clair, Anchor Bay, Room 139	TBD	$125 per day per room if set up is changed
Friday 11/22/19-Sunday 11/24/19	2pm Friday	12:00PM Sunday	Archives	TBD	TBD	TBD
Friday 11/22/19-Sunday 11/24/19	2pm Friday	12:00PM Sunday	Marathon Session	Isle Royale	Conference table chairs around perimeter of room	N/C
Friday 11/22/19-Sunday 11/24/19	2pm Friday	12:00PM Sunday	Board Meeting	Bay Harbor	Conference Table	N/C
Saturday 11/23/19	6pm	8PM	Dinner	TBD	Rounds	

Standard tax: 6% Standard Service Charge: 20%

ROOM RENTALS and RENTAL ITEM CHARGES:

Room Rental Charges will be accessed according to the following Sliding Scale:

Ballrooms A & B

Room Nights	Rental Cost
150 or More	$2,100
125-149	$3,200
124-100	$4,300
75-99	$5,400
50-74	$6,500
Less than 50 Room Nights	$12,500

Chair Rental: Client agrees to pay ½ (one-half) the rental cost of chairs needed over 1,000.

Sound System in General Session: Client agrees to pay ½ (one-half) the cost of a sound system in General session room. Hotel to pay for AV tech to set up system to clients specifications.

-Food and Beverages Minimum of $3,500
-Discounted Price of $20/gallon of Coffee

Thank you for your time I look forward to speaking with you regarding this proposal. Please feel free to contact me at any time.

We thank you for your consideration and look forward to having you tour the property soon!

Sincerely

Paul Scalzi

Paul Scalzi

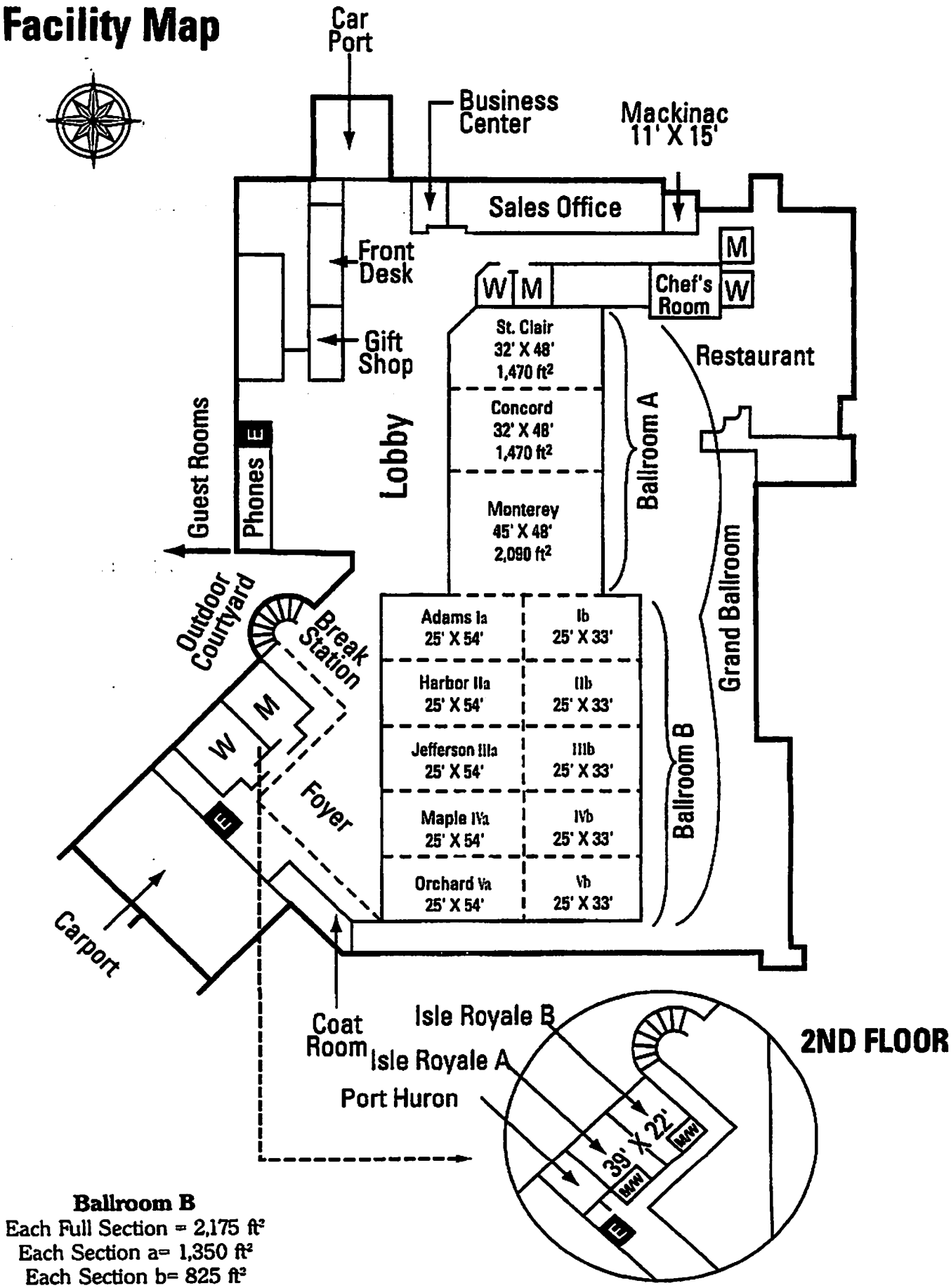
Director of Catering

Sterling Inn

Paul.scalzi@amerilodgegroup.com

586.722.0212

Facility Map



Ballroom B
Each Full Section = 2,175 ft²
Each Section a= 1,350 ft²
Each Section b= 825 ft²

	Sq. Footage	*Theater Style*	*Classroom Style 4 per 8' Table*	*Banquet Rounds of 10*	*U-Shape*
Grand Ballroom (Ballrooms A/B Combined)	**15,905**	**2,200**	**1,076**	**1,420**	
Ballroom A (St. Clair/Concord/Monterey Combined)	**5,030**	**640**	**304**	**400**	
St. Clair	1,470	140	64	90	32
Concord	1,470	140	64	80	32
Monterey	2,090	200	112	130	48
St Clair/Concord	2,940	340	160	210	
Concord/Monterey	3,560	420	208	280	
Ballroom B I-V combined (Adams-Harbor-Jefferson-Maple-Orchard a & b)	**10,875**	**1,500**	**756**	**960**	
1 section a & b combined	2,175	260	112	160	
2 sections a & b combined	4,350	550	252	320	
3 sections a & b combined	6,525	900	432	480	
4 sections a & b combined	8,700	1,200	576	720	
1 section a	1,350	150	48	100	40
2 sections a	2,700	350	168	200	52
3 sections a	4,050	580	240	300	
4 sections a	5,400	900	312	450	
5 sections a	6,750	1,200	416	600	
1 section b	825	110	36	40	22
2 sections b	1,650	220	84	120	38
3 sections b	2,475	320	144	180	
4 sections b	3,300	430	204	270	
5 sections b	4,125	550	228	360	
Ballroom B + Monterey	12,965	1,800	884	1,130	
Ballroom B + Concord/Monterey	14,435	2,000	980	1,280	
Isle Royale (A/B Combined)	**848**	**100**	**48**	**60**	**36**
Isle Royale A	418	40	16	20	20
Isle Royale B	430	40	16	20	20
Pre-Function Area (Lobby/Foyer)	**14,560**				

NOTE: The capacities listed are maximum and do not include space required for extensive audio-visual, dance floors, head tables, display tables, etc. please consult with our catering department for a floor plan specific to your requirements.

34911 Van Dyke Avenue, Sterling Heights, MI 48312 • Phone: (586) 979-1400 • Fax: (586) 979-7962 •

Wyndham Garden Sterling Heights

34911 Van Dyke - Sterling Heights - MI - 48312 - 586-979-1400 - Fax 586-979-0430

Banquet Event Order

BEO #: 335843

Status: Tentative

Printed on: 11/13/2018 4:28:47 PM

Account:	MCYPAA	**Event Date:**	**Friday, 11/22/2019**
Post As:	**MCYPAA**	**Contact:**	Amber Russell
Address:	PO Box 1624	**Phone:**	586-738-4788
		Fax:	
	Royal Oak, MI 48068	**Email:**	amberrs88@gmail.com
		On-Site	
Deposit:			
		Sales Mgr:	Paul Scalzi
Method of Payment:		**Catering Mgr:**	Paul Scalzi

Date	Time	Setup	Set	Gtd	Room
Friday, 11/22/2019	07:00 AM- 1:00 AM	Conference	1000		Grand Ballroom

FOOD

Qty: 1
Guest Arrival Time TBD

BEVERAGE

No Bar Requested

ROOM REQUIREMENTS

Conference
TBD

AUDIO VISUAL EQUIPMENT

No A/V Requested

MISCELLANEOUS

See Contract

Estimated Charges

Food	$0.00	**Room**	$0.00	**Total**	$0.00
Beverage	$0.00	**Staff**	$0.00		
Audio/Visual	$0.00	**Miscellaneous**	$0.00		

Confirmation is required 7 business days in advance of event or the expected attendance (set) above will become the guarantee. Wyndham Garden Sterling Heights requires this contract be signed by an authorized representative of your organization and returned by . Should this not occur, the hotel reserves the right of cancelling the contract upon notice to the organization. The hotel reserves the right to reassign meeting rooms based upon final guaranteed numbers, to a room suitable of accommodating the group and requirements. Food, beverage, and all charges are subject to Service Charge and Sales Tax.

Folio #: **BEO #: 335843**

Event Representative Authorized Signature **Date**

Hotel Representative Signature **Date**

Wyndham Garden Sterling Heights

34911 Van Dyke - Sterling Heights - MI - 48312 - 586-979-1400 - Fax 586-979-0430

Banquet Event Order

BEO #: 335844

Status: Tentative

Printed on: 11/13/2018 4:28:47 PM

Account:	MCYPAA	**Event Date:**	**Saturday, 11/23/2019**
Post As:	**MCYPAA**	**Contact:**	Amber Russell
Address:	PO Box 1624	**Phone:**	586-738-4788
		Fax:	
	Royal Oak, MI 48068	**Email:**	amberrs88@gmail.com
		On-Site	
Deposit:			
		Sales Mgr:	Paul Scalzi
Method of Payment:		**Catering Mgr:**	Paul Scalzi

Date	Time	Setup	Set	Gtd	Room
Saturday, 11/23/2019	07:00 AM- 1:00 AM	Conference	1000		Grand Ballroom

FOOD

Qty: 1
Guest Arrival Time TBD

Qty: 100 Price: $21.99 Total: $2,199.00
Two Entree Buffet ******Menu TBD**********

Relish Tray
Roast Top Round of Beef
Chicken Picatta
Bow-tie with Marinara Sauce
Herb Roasted Redskins
Green Beans Almondine
Garden Salad
Seasonal Fruit Salad
Rainbow Pasta Salad
Rolls and Butter
Seasonal Dessert Selection
Coffee Station featuring Premium House and Decaffeinated Coffee, Soda and Hot Tea.

BEVERAGE

No Bar Requested

ROOM REQUIREMENTS

Conference
TBD

AUDIO VISUAL EQUIPMENT

No A/V Requested

MISCELLANEOUS

See Contract

Estimated Charges

Food	$2,199.00	**Room**	$0.00	**Service Charge 1**	$439.80	**Tax 1**	$158.33
Beverage	$0.00	**Staff**	$0.00			**Total**	$2,797.13
Audio/Visual	$0.00	**Miscellaneous**	$0.00				

Confirmation is required 7 business days in advance of event or the expected attendance (set) above will become the guarantee. Wyndham Garden Sterling Heights requires this contract be signed by an authorized representative of your organization and returned by . Should this not occur, the hotel reserves the right of cancelling the contract upon notice to the organization. The hotel reserves the right to reassign meeting rooms based upon final guaranteed numbers, to a room suitable of accommodating the group and requirements. Food, beverage, and all charges are subject to Service Charge and Sales Tax.

Folio #: **BEO #: 335844**

Event Representative Authorized Signature **Date**

Hotel Representative Signature **Date**

Wyndham Garden Sterling Heights

34911 Van Dyke - Sterling Heights - MI - 48312 - 586-979-1400 - Fax 586-979-0430

Banquet Event Order

BEO #: 335845

Status: Tentative

Printed on: 11/13/2018 4:28:47 PM

Account:	MCYPAA	**Event Date:**	**Sunday, 11/24/2019**
Post As:	**MCYPAA**	**Contact:**	Amber Russell
Address:	PO Box 1624	**Phone:**	586-738-4788
		Fax:	
	Royal Oak, MI 48068	**Email:**	amberrs88@gmail.com
		On-Site	
Deposit:			
		Sales Mgr:	Paul Scalzi
Method of Payment:		**Catering Mgr:**	Paul Scalzi

Date	Time	Setup	Set	Gtd	Room
Sunday, 11/24/2019	07:00 AM- 4:00 PM	Conference	1000		Grand Ballroom

FOOD

Price: $20.00
Premium Coffee,

Qty: 1
Guest Arrival Time TBD

BEVERAGE

No Bar Requested

ROOM REQUIREMENTS

Conference
TBD

AUDIO VISUAL EQUIPMENT

No A/V Requested

MISCELLANEOUS

See Contract

Estimated Charges

Food	$0.00	**Room**	$0.00	**Total**	$0.00
Beverage	$0.00	**Staff**	$0.00		
Audio/Visual	$0.00	**Miscellaneous**	$0.00		

Confirmation is required 7 business days in advance of event or the expected attendance (set) above will become the guarantee. Wyndham Garden Sterling Heights requires this contract be signed by an authorized representative of your organization and returned by . Should this not occur, the hotel reserves the right of cancelling the contract upon notice to the organization. The hotel reserves the right to reassign meeting rooms based upon final guaranteed numbers, to a room suitable of accommodating the group and requirements. Food, beverage, and all charges are subject to Service Charge and Sales Tax.

Folio #: **BEO #: 335845**

Event Representative Authorized Signature **Date**

Hotel Representative Signature **Date**

EDWARD
HOTEL & CONVENTION CENTER

Proposal Prepared Especially for:

MCYPAA

Program Name:	MCYPAA
Program Dates:	Thursday, November 21, 2019– Monday, November 25, 2019
Contact:	Amber Russell, , Phone: (586) 738-4788 amberrs88@gmail.com
Presented By:	Andrew Cullen
Phone:	(313) 982-6795
Email:	andrewc@edwardhotel.us

Greetings Amber,

We are pleased to offer the following proposal for your consideration for the **MCYPAA**! It would be our pleasure to welcome you and your guests to the Edward Hotel & Convention Center for this important event.

Keys to the success of any event will be guest rooms, full service amenities and meeting space for the group functions. With over 62,000 square feet of meeting space, Edward Hotel & Convention Center will exceed your expectations for quality and flexibility of space. Logistically, you will see from our meeting diagram, we offer an ideal “all under one roof” experience for your attendees. We also have an onsite Audio Visual company that has extensive equipment and resources along with expert knowledge to further assist your programs success.
We are located in the heart of Dearborn, home of Ford World Headquarters, The Henry Ford Museum and Greenfield Village. The hotel is accessible from all local freeways and conveniently located just 15 minutes from Detroit Metro Airport and Detroit’s Cobo Hall, in Downtown Detroit.

Your attendees will enjoy our lovely guestrooms & suites with Euro Style beds. Hotel amenities include our full-service restaurant; Giulio and Son's, Brew Coffee Shop, Archimedes Lounge, a Business Center, Indoor Pool, Whirlpool, Sauna, Fitness Room and Spa. We would be very pleased to be the host hotel for the **MCYPAA**. I look forward to the opportunity to work with you on this program. This proposal is valid until 2018-11-08.

Hotel Information:

The Edward Hotel & Convention Center is located with 15 minutes an International Airport, DTW (Detroit Metro Wayne County Airport). We are conveniently located across the highway from Ford World Headquarters, adjacent to Fairlane Towne Center Mall, great restaurants and just minutes from downtown Dearborn. Discounted hotel shuttle service is available to area attractions including Fairlane Town Center Mall, the Henry Ford Museum, Greenfield Village and West Dearborn.

We offer 62,000 square feet of flexible meeting space (see attached capacity chart), Complimentary wireless Internet in all guest rooms, Complimentary Hotel Parking, Complimentary Indoor swimming pool and use of the 24 hour health facilities. Our Hotel is a UNION facility.

Guest Room Accommodations and Rates:

Edward Hotel & Convention Center - MCYPAA - USD				
		Run of House	Standard King	Standard Double
11/21/2019	Guestrooms	0	2	8
	Rate	0.00	129.00	129.00
11/22/2019	Guestrooms	0	24	96
	Rate	0.00	129.00	129.00
11/23/2019	Guestrooms	0	24	96
	Rate	0.00	129.00	129.00
11/24/2019	Guestrooms	0	2	2
	Rate	0.00	129.00	129.00

*Rates are subject to local taxes and assessment currently 14%.

Proposed Meeting Space

We have a tentative hold on the following:

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
Friday, November 22, 2019	6:00 AM	10:00 PM	General Session	Great Lakes Center	Theatre	800	10000
Friday, November 22, 2019	8:00 AM	5:00 PM	Meeting	Thomas	Conference	20	250

Friday, November 22, 2019	8:00 AM	10:45 PM	Archives	Regency A	Rounds of 10	50	550
Friday, November 22, 2019	8:00 AM	11:00 PM	Panel Meeting	Bugatti	Theatre	50	375
Friday, November 22, 2019	8:00 AM	11:00 PM	Panel Meeting	Stanley	Theatre	50	375
Friday, November 22, 2019	8:00 AM	11:00 PM	Workshop	Regency G-H	Theatre	100	550
Friday, November 22, 2019	8:00 AM	11:00 PM	Panel Meeting	Royale	Theatre	50	375
Friday, November 22, 2019	8:00 AM	11:00 PM	Bid Committee Room	Regency C	Other	100	550
Friday, November 22, 2019	8:00 AM	11:00 PM	Hospitality Room	Regency B	Other	100	550
Friday, November 22, 2019	8:00 AM	11:00 PM	Marathon Meeting	Regency D	Theatre	50	550
Friday, November 22, 2019	8:00 AM	11:00 PM	Marathon Meeting	Regency F	Theatre	50	300
Friday, November 22, 2019	8:00 AM	11:15 PM	Panel Meeting	Steamer	Theatre	50	375
Friday, November 22, 2019	8:15 AM	5:15 PM	Registration	Reg Desk 1,2,3	Registratio n	800	0
Saturday, November 23, 2019	6:00 AM	10:00 PM	General Session	Great Lakes Center	Theatre	800	10000
Saturday, November 23, 2019	8:00 AM	5:00 PM	Meeting	Thomas	Conference	20	250
Saturday, November 23, 2019	8:00 AM	10:45 PM	Archives	Regency A	Rounds of 10	50	550
Saturday, November 23, 2019	8:00 AM	11:00 PM	Panel Meeting	Bugatti	Theatre	50	550

Saturday, November 23, 2019	8:00 AM	11:00 PM	Panel Meeting	Royale	Theatre	50	550
Saturday, November 23, 2019	8:00 AM	11:00 PM	Workshop	Regency G-H	Theatre	100	550
Saturday, November 23, 2019	8:00 AM	11:00 PM	Panel Meeting	Stanley	Theatre	50	550
Saturday, November 23, 2019	8:00 AM	11:00 PM	Bid Committee Room	Regency C	Other	100	550
Saturday, November 23, 2019	8:00 AM	11:00 PM	Hospitality Room	Regency B	Other	100	550
Saturday, November 23, 2019	8:00 AM	11:00 PM	Marathon Meeting	Regency F	Theatre	50	300
Saturday, November 23, 2019	8:00 AM	11:00 PM	Marathon Meeting	Regency D	Theatre	50	550
Saturday, November 23, 2019	8:00 AM	11:15 PM	Panel Meeting	Steamer	Theatre	50	550
Saturday, November 23, 2019	8:15 AM	5:15 PM	Registration	Reg Desk 1,2,3	Registratio n	800	0
Sunday, November 24, 2019	6:00 AM	10:00 PM	General Session	Great Lakes A-E	Theatre	800	5000
Sunday, November 24, 2019	8:00 AM	5:00 PM	Meeting	Thomas	Conference	20	250
Sunday, November 24, 2019	8:00 AM	10:45 PM	Archives	Regency A	Rounds of 10	50	550
Sunday, November 24, 2019	8:00 AM	11:00 PM	Panel Meeting	Stanley	Theatre	50	550
Sunday, November 24, 2019	8:00 AM	11:00 PM	Bid Committee Room	Regency C	Other	100	550
Sunday, November 24, 2019	8:00 AM	11:00 PM	Hospitality Room	Regency B	Other	100	550

Sunday, November 24, 2019	8:00 AM	11:00 PM	Marathon Meeting	Regency F	Theatre	50	300
Sunday, November 24, 2019	8:00 AM	11:00 PM	Marathon Meeting	Regency D	Theatre	50	550
Sunday, November 24, 2019	8:00 AM	11:15 PM	Panel Meeting	Steamer	Theatre	50	550
Sunday, November 24, 2019	8:15 AM	5:15 PM	Registration	Reg Desk 1,2,3	Registratio n	800	0

The Meeting Space Room Rental will be provided for a **Food and Beverage Minimum of $29,950 ,** ***exclusive of service charge and sales tax*** for this Event. If the not met, the difference will be charged as additional Meeting Room Rental. Please note that all food, beverage, meeting room rental and audio-visual are subject to a 22% Service Charge/Gratuity & 6% Sales Tax.

Special Concessions:
Discounted room rental (indicated above)
1 comp guest room per 40 booked
2 Upgrades to VIP Suites
Complimentary wireless internet in all meeting rooms
Group room rates available 3 days pre and post dates
Complimentary wireless internet provided in all guest rooms
(16) Staff Rooms – Available at $95/rate
Hotel will not charge for group bringing in outside Audio Visual
Complimentary self-parking

Audio Visual Requirements:
Group can provide their own outside audio visual equipment and services or can utilize our In-house company, ITA Audio Visual Solutions.

Inside The Hotel – Restaurant Guide

Giulio & Sons – Northern Italian Cuisine, Open Daily
Breakfast: 6:00am – 11:00am
Lunch: 11:00am-2:00pm
Dinner: 5:00pm-10:00pm
*Offering two private dining rooms Grotto (minimum of 25 people) and the Alcove (minimum of 15 people)

The Brew – Pastries, Sandwiches, & Coffee – **Open Daily: 6:00am – 8:00pm**

Archimedes Lounge – Offering Cocktails and Lite Fair in the evening hours daily.
(Times vary based on seasonal demands)

Adjacent to the hotel, within walking distance or short ride:

Lifestyle Café inside Fairlane Mall: (Food court with various fast food options)
Open Mall Hours (10:00am-9:00am Mon-Sat, 11:00am-6:00om Sunday)
Bravo Restaurant Italian: 313.271.2363-Open for Lunch and Dinner.
P.F. Chang's: Chinese (313) 426.2030-Open for Lunch and Dinner Daily
Big Fish: Seafood (313) 336.6350-Open for Lunch and Dinner Daily
TGI Fridays: (313) 271.2610-Open for Lunch and Dinner Daily
Starters-Bar & Grill: Open for Lunch and Dinner Daily
Benihana-Japanese Steakhouse**:** (313) 593.3200-Open for Lunch and Dinner Daily

Walking Nature Trails

The EIC is a University of Michigan-Dearborn facility that promotes environmental sustainability through community education and scientific research. The Center is the gateway to the 300-acre Environmental Study Area available to university students, school groups, and the public. Please visit them at www.umd.umich.edu/eic/ for trail maps and directions.

The Henry Ford Museum and Greenfield Village

The ultimate place to explore what Americans past and present have imagined and invented a

remarkable destination that brings American ideas and innovations to life. The indoor museum includes pieces of history you can't see or touch anywhere else, sit on the Rosa Parks Bus, step inside a 30 food steam engine, see the car John F. Kennedy was riding in when he was assassinated. As you walk outside into Greenfield Village you will feel like you are stepping into an 80-acre time machine. It takes you back to the sights, sounds and sensations of America's past. All in one place you can see Thomas Edison's laboratory, the courthouse where Abraham Lincoln practiced laws, ride in a genuine Model T, "pull"glass with world-class artisans, watch a 1867 baseball game and ride a train with a 19th century steam engine. Learn more **at www.thehenryford.org.**

The Ford Rouge Factor Tour

Detroit's #1 Automotive Attraction. More than a walk along an assembly line the Ford Rouge Factory Tour is an excursion Where environmental innovation and industrial production combine. Growing on top of the Dearborn Truck Plant is the world's largest living roof, effective turning the roof into a 10.4 acre garden.

Looking for a unique off property event option that will have your attendees talking about if for years to come? The Henry Ford Museum, Greenfield Village and The Ford Rouge Factory Tour can offer just that.

We look forward to the opportunity to be your host hotel and welcome you to the Edward Hotel & Convention Center!

Yours in Hospitality,

Andrew Cullen
Catering Manager

Edward Hotel & Convention Center
600 Town Center Drive
Dearborn, MI 48126
p. 313.592.3622 ; f. 313.982.6799
d. (313) 982-6795
e. andrewc@edwardhotel.us

Hotel

Crowne Plaza Detroit!

Highlights:

- No attrition!!!
- High quality rooms discounted 30% off the regular rate.
- Direct Bill available. If approved, we will have 30 days after the event to make final payments.
- Great reviews online!
- Beautiful, recently modeled interior!
- 4 star restaurant, Urban Cellars located within the hotel - reservations can be made here for our speakers.
- MCYPAA has not been in Detroit since 1995; First time in 24 years!
- Great intro to the International 2020 conference the following year!
- Desirable destination! People would come to MCYPAA and stay at the hotel because of it's appealing location & upscale accommodations
- Downtown Detroit will attract more attendees!
- Location, location, location!
- Walking distance to Hart Plaza, Detroit Riverwalk, Little Caesar's Arena, Comerica Park, and Greektown. If the Lions are in town, we could do a post-convention get together.
- Ice skating at Campus Martius!
- Q-Line offers convenient travel up to Midtown: Detroit Institute of Arts, Museum of Contemporary Art & Design, Charles H. Wright African American Museum, and Detroit Historical Museum.
- The food scene in Downtown Detroit is vibrant and expanding! We prefer to have an upscale hospitality suite to a banquet, and allow attendees to experience the city.
    - American Coney Island, Lafayette Coney Island, Fishbones, Roast, London Chop House, Dime Store, Harbor House, Andiamo, Vivio's, Maru Sushi & Grill, Granite City, Hard Rock Cafe

Bid Requirement # 1
Required: Bidders must have commitments of availability from housing facilities for the weekend prior to, the weekend of, or the weekend following Thanksgiving. Such agreements will denote that the Michigan Convention of Young People in AA (MCYPAA) will not be required to fill a minimum number of persons staying at the hotel to hold the convention there. Nor will MCYPAA or MCYPAAAC be held liable for any damage to individual guest rooms. This may be in the form of a proposal or a formal hotel contract. Contracts are preferred as to expedite securing the contract upon being awarded the convention (usually in the form of a deposit).

Suggested: Bidders should provide two housing facility options/contracts, one of which is the weekend of Thanksgiving.

Crowne Plaza Detroit Downtown Riverfront - Primary Hotel Contract
The contract provided is for the weekend prior to Thanksgiving, November 22-24, 2019.

Wyndham Garden Hotels Sterling Heights - Second Hotel Contract
The contract provided is for the weekend prior to Thanksgiving, November 22-24, 2019.

Edward Hotel - Third Hotel
The proposal provided is for the weekend prior to Thanksgiving, November 22-24, 2019.

Bid Requirement # 2
Required: Bidders must have the date of the banquet, proof of the availability of facilities and meeting rooms, and the date the guarantee is required.

Function	**Crowne Plaza Detroit Room Name**	**Wyndham Gardens Room Name**
Advisory	Executive Board Room	Bay Harbor
Registration	Pre-function space outside Terrace Ballroom	Foyer
Hospitality	Pontchartrain	Room 139
Archives	Terrace A	St Clair
Main Speakers (also can be used as a breakout)	Terrace Ballroom	Jefferson/Maple/Orchard
Panel and Workshop rooms	Plaza A&B, Terrace B, Terrace C	Adams, Harbor, Monterey
Bid presentations	Windsor A	Isle Royale
Marathon meetings	Plaza C	Concord
Storage	Terrace Boardroom	Port Huron
Banquet	Windsor A	Monterey
Outreach Tables	Pre-function space outside Terrace Ballroom	Foyer

Bid Requirement # 3

Required: Bidders must show proof that the housing facilities, banquet facilities, and meeting rooms are all within easy walking distance of each other.

Crowne Plaza Detroit

All housing facilities, banquet facilities, and meeting rooms are within the hotel. The meeting space will be on the 1st floor and Terrace levels of the hotel. The hospitality room is also on the 1st floor, with an available "fresh air" patio. The Crowne Plaza Detroit, has 367 guest rooms available, much more than the requested room block. There are additional hotel options within walking distance, as this is in Downtown Detroit!

Wyndham Gardens

All housing facilities, banquet facilities, and meeting rooms are within the hotel. The meeting space will be on the 1st floor or 2nd floor in the convention space. The hospitality room (Room 139) is the first guest room past the lobby, and is easily accessible. The Wyndham Gardens has 189 guest rooms available. They also have relationships with the Best Western and Comfort Inn, each having 80 available rooms. These facilities are 1.5 miles away. Guests may utilize the courtesy shuttle provided by the Wyndham Gardens.

Letters of Support

Bid Requirement # 4

Required: Assurance must be given that no other large-scale AA activity is planned in the city during the convention.

Suggested: A statement of support from the local intergroups, Districts, and/or Area should be provided.

We received letters of support meeting this bid requirement from the following:

- District 16
- District 17
- Area 33

Copies of the letters are provided.

BURBYPAA

From: Area 33 District 16

P.O. Box 861

Warren Michigan 48090

November 10, 2018

To Whom it may concern:

My Name is Henry Nino. I am presently serving Area 33, District-16 as the DCM. We are located in Oakland County. I am writing this letter to express our support for BurbYPAA, if awarded the opportunity at an upcoming convention, to host MCYPAA in Oakland County throughout this Thanksgiving weekend November 23rd- 25th, 2019. We will not have any large-scale events at that time as to distract from MCYPAA. BurbYPAA has become a tremendous avenue for younger people in AA to find unity, service and recovery. Some members who otherwise might not feel AA will work for them; have found a conduit in BurbYPAA to the solution to AA. We fully support their efforts and hope this letter of support helps the conference make its way to Oakland County in 2019.

Thank You

DCM D-16 AREA 33

Henry Nino

DCM D-16

BURBYPAA

October 11, 2018

To: BUBYPAA Bid Committee

RE: BURBYPAA Bid for the 41st Annual MCYPAA Convention

On behalf of District 17, Macomb County portion of Area 33 (Southeastern Michigan), I am writing to show our support for the BURBYPAA bid to host the 41st Annual MCYPAA convention. District 17 will not schedule any large-scale events that may conflict with the dates of the MCYPAA convention on November 15-17, November 22-25, or November 29 to December 1st, depending upon which weekend MCYPAA is chosen for, and only that selected weekend.

At our October meeting, BURBYPAA representatives made a presentation; a motion for support was made, and then seconded. The motion was voted on and passed. We send this letter in support.

Yours In Service,

Cherie Hartsig, DCM District 17

Chair Person, District 17 of Area 33, Southeastern Michigan

BURBYPAA

General Service of Southeast Michigan - Area 33
24225 W. Nine Mile Road, Suite 128 - Southfield, MI 48033-3990 248 353-1625
Mailing address: P.O. Box2843 - Southfield, MI 48037-2843

October 14, 2018

TO: BURBYPAA

Area 33, Southeastern Michigan will not schedule any large scale events during the MCYPAA convention on Thanksgiving weekend, 2019.

Formal action was taken during the October 14, 2018 Assembly and vote to support was unanimous.

In Love and Service,

Sergio A. Sanchez

Sergio A. Sanchez
Chairperson,
Area 33, Southeastern Michigan
area33chairperson@aa-semi.org

I am responsible...
When anyone, anywhere, reaches out for help, I want the hand of A.A. to be there.
And for that: I am responsible

BURBYPAA

Financial Statement

Bid Requirement # 5

Date	Memo	Amount	Balance
2/3/18	Seed money from BURBYPAA3	$150.00	$150.00
2/18/18	7th Tradition	$57.00	$207.00
4/7/18	YPAA's got Talent Collection	$231.00	$438.00
4/7/18	YPAA's got Talent Expenses	-$76.00	$362.00
5/20/18	Merch Expense	-$296.00	$66.00
5/26/18	BURBY-Q Collection w/ Merch	$199.00	$265.00
5/26/18	BURBY-Q Expenses	-$160.00	$105.00
6/2/18	Urban Hoedown Collection w/ Merch	$195.00	$300.00
6/2/18	Urban Hoedown Expenses	-$168.00	$132.00
7/1/18	Merch Sales	$220.00	$352.00
7/27/18	Rave Collection	$438.00	$790.00
7/27/2018	Rave Expenses	-$300.00	$490.00
8/18/18	PUPPYPAA Collection	$65.00	$555.00
8/18/18	PUPPYPAA Expenses	-$124.00	$431.00
9/1/18	Merch Sales	$100.00	$531.00
9/22/18	Masquerade Collection	$269.00	$800.00
9/22/18	Masquerade Expenses	-$165.00	$635.00
10/17/18	Merch Order	-$367.00	$268.00
10/13/18	Merch Sales	$270.00	$538.00
11/20/18	Printing (future expense)	-$200.00	$338.00
			$338.00

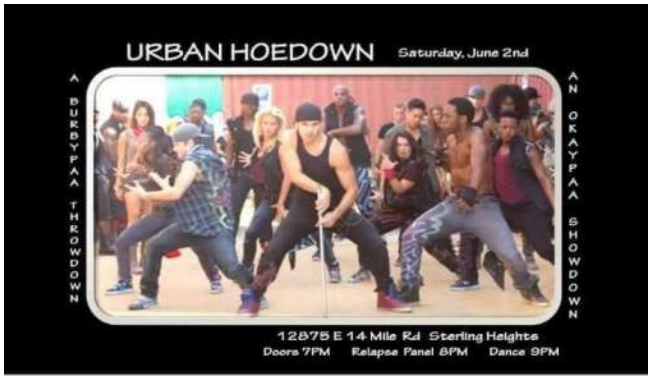
Suggested: A separate and distinct bank account should be maintained for all bidding committee funds.

We have a separate and distinct bank account with Huntington Bank. Our Treasurer Emily M. and Chair Vince B. are on the account.

BURBYPAA

Special Events

We hosted or co-hosted seven events through the year!



YPAA

Thanksgiving!!

Sunday, November 18
Doors 6:30
Dinner 7:00
Meeting 8:00
Please bring what you can!

First United Methodist Church
22331 Woodward Avenue,
Ferndale, MI – 48220

(Corner of Woodward and Leroy on southbound side)

Instead of a $5 suggested donation, please bring winter clothes, blankets, toiletries, and canned food that can be donated to a shelter.

Hosted by Burbypaa,
Bid committee for MCYPAA,
coming up November 22-24
at the Amway Grand in Grand Rapids!

Special Events, Financial Breakdown

	YPAA's Got Talent	Memo
Budget	**$350.00**	
Expenses	-$76.00	Over budgeted
Income	$231.00	
Profit/Loss	**$155.00**	
	BURBY-Q	**Memo**
Budget	**$200.00**	
Expenses	-$166.00	Food/Monster
Income	$199.00	
Profit/Loss	**$33.00**	
	Urban Hoedown	**Memo**
Budget	**$200.00**	
Expenses	-$168.00	Monster/Supplies
Income	$195.00	
Profit/Loss	**$27.00**	
	Sober Rave	**Memo**
Budget	**$300.00**	
Expenses	-$300.00	Rent/Monster/Food/Glow Stuff
Income	$438.00	
Profit/Loss	**$138.00**	
	PUPPYPAA	**Memo**
Budget	**$125.00**	
Expenses	-$124.00	Food/Monster
Income	$65.00	
Profit/Loss	**-$59.00**	
	Masquerade Ball	**Memo**
Budget	**$400.00**	
Expenses	-$165.00	Rent/Mask making supplies/Monster
Incom	$269.00	
Profit/Loss	**$104.00**	

*Note - YPAA Thanksgiving is not included as the event is scheduled for November 18th after the bid packet is due. There will be minimal cost because food is potluck style. There will also be no revenue. In lieu of a suggested donation, we are collecting items that we can donate to a shelter.

Special Events, Extra!!

We participated in Camp Unity, which was hosted by Daypaa in August. We led a meditation workshop, giving folks a reprieve during the craziness of the weekend. Some of the different options were a cloud meditation, coloring meditation, 11th step from the p. 86-88 of the Big Book, mindfulness, and blowing bubbles!

We also hosted a podcast series with 6 episodes. It started out as recaps of events for people who couldn't make it. It evolved over the year to cover topics such as fear of attending YPAA events and humility. This became an unplanned fun & unity event in itself, and is a unique way to reach out to alcoholics all over the region and the country! Check 'em out if you want some easy listening while you're looking over the bid packets!

Urban Hoedown, Relapse	https://drive.google.com/open?id=1CmzqLQtoh1tsbvpl-X04ajG2J4y15MDI
Unity and Sober Rave	https://drive.google.com/open?id=17n-FRil147uOJ5Wa7MoVjA9vzthPhAux
Puppypaa, Humility	https://drive.google.com/open?id=1--BOj2pquj4zLIuQ4s_VEGo5049AF-LM
Masquerade	https://drive.google.com/open?id=1SOwrqXk9MmbT7UNEMao9DQI6QO7PGvwF
Fear	https://drive.google.com/open?id=1pgfCAMiLGrMIShIUIZKNcX3uZRkfR7Zy
Complacency	https://drive.google.com/open?id=1Ip2UV-Ns-4RarzQ9447kFdcAEbaAghCw

We'll be recording our last one of the year live at YPAA Thanksgiving on November 18th to get hype for MCYPAA!!

Merchandise

As of November 6, 2018

ITEM	QTY start	end	PRICE	TOTAL
Ypaa gives you wings	43	5	$15	$570.00
Think outside the bar	30	4	$15	$390.00
Spiritual gangster	30	18	$20	$240.00
				$1,200.00

Projected Budget

Bid Requirement # 6

Required: Two projected budgets shall be submitted to MCYPAAAC.

The first budget will detail convention costs and expenses (meeting rooms, coffee, banquet, entertainment, etc.) and sources of income (merchandise sales, registrations, events, etc.). These should be derived from your contract and financial figures from previous conventions (available from MCYPAAC).

The second budget will be a “worst-case” scenario, showing the minimum expense of the convention under legal obligation from the hotel contract.

HOTEL FACT SHEET	
Committee	**BURBYPAA 4**
Hotel	Crowne Plaza
City	Detroit
Guest Rooms	
Total Rooms	260 Total
Room Block	120 ea Friday and Saturday, 10 ea Thursday and Sunday
Block Cut-off Date	10/22/2019
Room Rate	Double Queen- $129.00
Rate cut-off date	10/22/2019
Attrition	0%
Guest room liability	NA
Complimentary Rooms	1 per 50 revenue generated rooms
Suites	NA
Convention Space	
Availability/Dates	11/22/19- 11/24/19
Main room capacity	1,161
Break out rooms	Yes
Hospitality room	One complimentary room
Floor Plan	Included in bid packet
Cost	$4,000.00
Food and Beverage	
F&B Minimum	$4,500
Coffee cost	$41.50
Banquet price	$43.20
Banquet minimum	None
Breakfast	NA
Concessions	10% off coffee if we get to 90% room block
Amenities	
Audio/Visual	$1,050.00
Parking fees	$10.00 for a day pass per day; $20.00 for overnight per day
Resort fees	$0
Payment	
Contract due date	12/5/2018
Payment due date	11/8/2019, direct bill available. If approved, payment will be due 30 days after convention
Form of payment	Credit card, direct billing (w/ credit app), wire transfer
Additional Notes	Please see the attached explanation from hotel regarding contract process

Crowne WORST CASE BUDGET					
EXPENSES	**TOTAL**	**QUANTITY**	**UNIT COST**	**COMMENTS**	
Hotel					
Convention Space Cost	$4,000.00				
Room Attrition	$ -				
Food & Beverage Minimum	$4,500.00				
					22% service charge
Total Cost	$8,500.00				

The cost represented above is the worst case if we have to cancel MCYPAA. We do not know if a service charge will be applied.

Crowne Plaza					
EXPENSES	**TOTAL**	**QUANTITY**	**UNIT COST**	**Data Reference**	**Comments**
Hotel					
Convention Space Cost	$4,880.00				
Room Attrition	$ -				
Food & Beverage- Banquets	$0.00	0	$ 43.20		
Food & Beverage- Coffee	$5,265.52	104	$ 41.50		
Food & Beverage - Hospitality	$4,880.00				Assuming $8/person, 500 people
Food & Beverage - Total	$10,145.52				
A&V	$1,281.00				
Total Hotel Expense	$16,306.52				
Speaker and DJ					
Rooms	$1,290.00	10	$ 129.00		
Complimentary Rooms	($774.00)	6	$ 129.00		
Total Room cost	$516.00				
Travel	$1,500.00				
Gifts(4)	$100.00				
Speaker Dinners	$125.00	5	$ 25.00		
Total Speaker Expense	$2,241.00				
Merchandise					
tshirts	$1,100.00	200	$ 5.50		
hoodies	$2,200.00	100	$ 22.00		
bro tanks	$360.00	30	$ 12.00		
hats	$500.00	100	$ 5.00		we actually got a quote!
Total Merchandise Expense	$4,160.00				
Nametags					
decorations	$200.00				
lanyards	$800.00				
Total Nametag Expense	$1,000.00				
Outreach					
Total Outreach Expense	$2,000.00				
Hospitality					
Suite	$0.00				
Food & Beverage	see above				
Total Hospitality Expense	$0.00				
TOTAL HOTEL EXPENSES	**$25,707.52**				

REVENUE	TOTAL	QUANTITY	UNIT COST			DATA REFERENCE	COMMENTS
Starting Balance	$338.00						
Seed Money from Advisory	$500.00						
Registrations							
Pre-registrations at MCYPAA 41	$1,530.00	306	$ 5.00				
Pre-registrations	$1,340.00	134	$ 10.00				
Pre-registrations	$2,300.00	115	$ 20.00				
Registrations at door	$10,000.00	400	$ 25.00				
Total Registration Revenue	$15,170.00						
Merchandise							
T-shirts	$4,000.00	200	$ 20.00				
Hoodies	$4,000.00	100	$ 40.00				
Bro-tanks	$600.00	30	$ 20.00				
Hats	$1,500.00	100	$ 15.00				
Total Merchandise Revenue	$10,100.00						
Hospitality							
Donations	300						
Total Hospitality Revenue	$300.00						
Total Revenue	$26,408.00						

Total Revenue	$26,408.00
(less Expenses)	$25,707.52
TOTAL PROFIT	$700.48

HOTEL FACT SHEET	
Committee	**BURBYPAA 4**
Hotel	Wyndham Garden
City	Sterling Heights
Guest Rooms	
Total Rooms	260 Total
Room Block	120 Friday and Saturday
Block Cut-off Date	11/10/2019
Room Rate	Single- $99.00, Double- $109.00
Rate cut-off date	11/10/2019
Attrition	0%
Guest room liability	NA
Complimentary Rooms	1 per 40 revenue generated rooms
Suites	2 complimentary suite upgrades
Convention Space	
Availability/Dates	11/21/19- 11/25/19
Main room capacity	1,200
Break out rooms	Yes
Hospitality room	Room 139, included in convention space cost
Floor Plan	Included in bid packet
Cost	$2,100.00
Chair Rental	$500.00
Food and Beverage	
F&B Minimum	$3,500
Coffee cost	$20.00
Banquet price	$22.00
Banquet minimum	None
Breakfast	NA
Amenities	
Audio/Visual	$1,000.00
Parking fees	$0
Resort fees	$0
Payment	
Contract due date	12/13/2018
Payment due date	Final balance due one week after event date
Form of payment	TBD in contract, direct bill available
Additional Notes	Please see the attached explanation from hotel regarding contract process

Wyndham WORST CASE BUDGET					
EXPENSES	**TOTAL**	**QUANTITY**	**UNIT COST**	**COMMENTS**	
Hotel					
Convention Space Cost	$12,500.00			Sliding scale. This is the cost if less than 50 rooms are booked.	
Room Attrition	$ -				
Food & Beverage Minimum	$3,500.00				20%
Total Cost	$16,000.00				

The cost represented above is the worst case if we have to cancel MCYPAA. We do not know if a service charge will be applied.

Crowne Plaza					
EXPENSES	**TOTAL**	**QUANTITY**	**UNIT COST**	**Data Reference**	**Comments**
Hotel					
Convention Space Cost	$3,120.00				$2100 for space, $500 for addtl chairs
Room Attrition	$ -				sliding scale for meeting 57% of room block
Food & Beverage- Banquets	$2,638.80	100	$ 21.99		
Food & Beverage- Coffee	$2,496.00	104	$ 20.00		
Food & Beverage - Hospitality	$0.00				
Food & Beverage - Total	$5,134.80				
A&V	$1,200.00				
Total Hotel Expense	$9,454.80				
Speaker and DJ					
Rooms	$990.00	10	$ 99.00		
Complimentary Rooms	($594.00)	6	$ 99.00		
Total Room cost	$396.00				
Travel	$1,500.00				
Gifts(4)	$100.00				
Speaker Dinners	$131.94	5	$ 21.99		
Total Speaker Expense	$2,127.94				
Merchandise					
tshirts	$1,100.00	200	$ 5.50		
hoodies	$2,200.00	100	$ 22.00		
bro tanks	$360.00	30	$ 12.00		
hats	$500.00	100	$ 5.00		we actually got a quote!
Total Merchandise Expense	$4,160.00				
Nametags					
decorations	$200.00				
lanyards	$800.00				
Total Nametag Expense	$1,000.00				
Outreach					
Total Outreach Expense	$2,000.00				
Hospitality					
Suite	$0.00				
Food & Beverage	$2,000.00				
Energy Drinks	$437.50	250	$ 1.75		
Total Hospitality Expense	$2,437.50				
TOTAL HOTEL EXPENSES	**$21,180.24**				

REVENUE	TOTAL	QUANTITY	UNIT COST			DATA REFERENCE	COMMENTS
Starting Balance	$338.00						
Seed Money from Advisory	$500.00						
Registrations							
Pre-registrations at MCYPAA 41	$1,530.00	306	$ 5.00				
Pre-registrations	$1,340.00	134	$ 10.00				
Pre-registrations	$2,300.00	115	$ 20.00				
Registrations at door	$10,000.00	400	$ 25.00				
Total Registration Revenue	$15,170.00						
Banquets							
Banquets Sold	$2,500.00	100	$ 25.00				
Merchandise							
T-shirts	$4,000.00	200	$ 20.00				
Hoodies	$4,000.00	100	$ 40.00				
Bro-tanks	$600.00	30	$ 20.00				
Hats	$1,500.00	100	$ 15.00				
Total Merchandise Revenue	$10,100.00						
Hospitality							
Donations	300						
Total Hospitality Revenue	$300.00						
Total Revenue	$26,408.00						

Total Revenue	$26,408.00
(less Expenses)	$21,180.24
TOTAL PROFIT	$5,227.76

Outreach Activities 2018

Bid Requirement # 7

Required: Bidders must have a general outreach plan for the convention.

Suggested: Assistance with outreaching current convention with Host Committee highly encouraged.

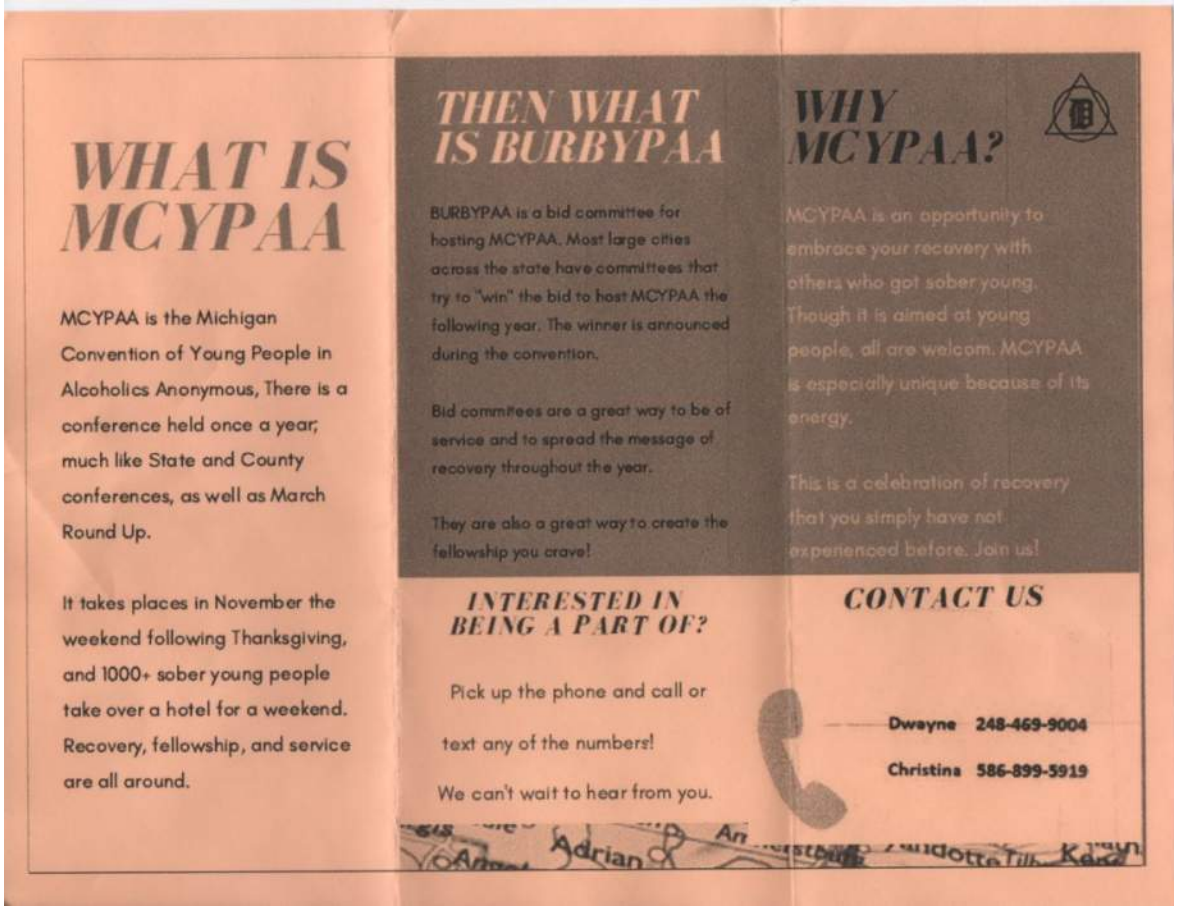
Local Outreach

Attended over 40 different meetings throughout the year announcing various events, and of course Mcypaa 40!! We have extended our outreach outside of the typical meeting structure as well. Several committee members have attended meetings at the Samaritas House in Detroit, a recovery-oriented facility for women. We have also attended meetings at the Lincoln Center, a juvenile detention facility in Highland Park. Actually, committee members are coordinators for both meetings, and are responsible for finding 3 to 5 attendees each week. To help with the treatment center community, committee members participate in Bridging the Gap.

District and Area Outreach

Committee members regularly attended District 16 and District 17 meetings. YPAA events were announced. Emily M. was our elected Service Liaison who reach out to Districts and Area 33. We also made and distributed the trifold pamphlet below about what is Mcypaa, what is Burbypaa, and why Mcypaa?!

BURBYPAA



WHAT IS MCYPAA

MCYPAA is the Michigan Convention of Young People in Alcoholics Anonymous, There is a conference held once a year; much like State and County conferences, as well as March Round Up.

It takes places in November the weekend following Thanksgiving, and 1000+ sober young people take over a hotel for a weekend. Recovery, fellowship, and service are all around.

THEN WHAT IS BURBYPAA

BURBYPAA is a bid committee for hosting MCYPAA. Most large cities across the state have committees that try to "win" the bid to host MCYPAA the following year. The winner is announced during the convention.

Bid commitees are a great way to be of service and to spread the message of recovery throughout the year.

They are also a great way to create the fellowship you crave!

WHY MCYPAA?

MCYPAA is an opportunity to embrace your recovery with others who got sober young. Though it is aimed at young people, all are welcom. MCYPAA is especially unique because of its energy.

This is a celebration of recovery that you simply have not experienced before. Join us!

INTERESTED IN BEING A PART OF?

Pick up the phone and call or text any of the numbers!

We can't wait to hear from you.

CONTACT US

Dwayne 248-469-9004

Christina 586-899-5919

Statewide and National Outreach

We have attended all of the major conferences in the state, promoting Mcypaa, and participating in the events. We have had several members on panels as well. The major ones attended in state are the State Convention, March Round-up, Tri-County.

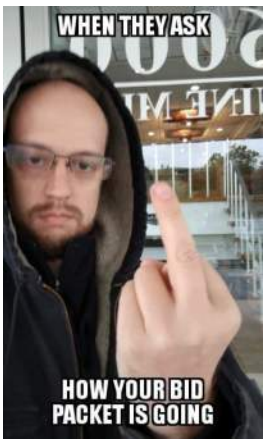
We attended the following out-of-state conventions: OYPAA, ARKYPAA, ESCYPAA, TXSCYPAA, ISCYPAA, and KCYPAA...all over the country!

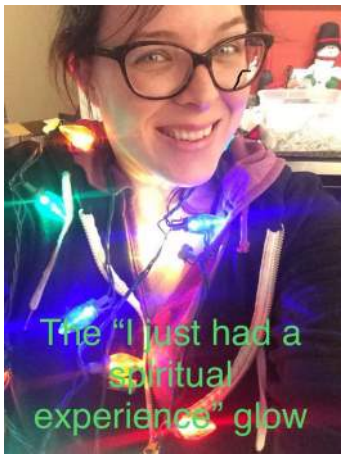
And of course, we have shown up to almost every bid committee event around the state! Many times we have sent multiple carloads. Fantastic fun and fantastic recovery! We co-hosted the Urban Hoedown with Oakypaa and the Sober Rave with Aaypaa. We held events around the holidays, knowing that there are people new in recovery who could benefit from sober fun.

BURBYPAA

Social Media Outreach

We have been operating the Burbypaa facebook page for over 3 years. It's been a great way to inform people about events, stay in touch, and get new people connected with YPAA. We've recorded podcasts on various topics within YPAA and recovery. And we meme with it, rock with it!!





Outreach Plan for MCYPAA 41!

State:

Attend events throughout the state – supporting other area bid committees by sending at least 1 car load of people to each event (even if one happens to be the same night as ours).

Encourage newcomers from our area to go with us to help connect to the other bids in Michigan and get them hype about the upcoming convention.

Arrange carpool lists at least 1 week in advance in chats/pages. Coordinate sleeping arrangements if needed.

Sell registrations & merchandise as approved by fellow bid committees at their events and conferences throughout the state, including the State conference, March Round-up, & Tri-County.

Each "District" will have their own outreach plan to announce at different meetings in their area, advising us on great meetings to check out and possibly add to our list of "info sessions" to grow our community.

Local Outreach:

Event flyers are made and distributed at least 1 month prior to event (hopefully).

Added to Area 33 website, different private Facebook groups, printed, and distributed at meetings.

Encourage our "districts" to announce at meetings – encouraging people to get out and meet new friends all across the area.

Continue to attend District and Area meetings, and build a partnership with them to further inform the community about YPAA.

Treatment Center Outreach:

Women's Outreach

All women with cars strongly advised to sign up for Bridging The Gap (Tine & Amber currently signed up).

Volunteer to take meetings into: Meridian, Sacred Heart, Brighton, Maplegrove, Salvation Army, Genesis House

Men's Outreach

All men with cars strongly advised to sign up for Bridging The Gap (Mike currently signed up)

Volunteer to take meetings into: Turning Point, Meridian, Sacred Heart, Brighton, Maplegrove, Salvation Army

Corrections Outreach:

Women's Outreach

Tine continues to coordinate meetings/speakers at Samaritas house in Detroit every Sunday at 4pm

Men's Outreach

Prasad continues to coordinate speakers to The Highland Park Juvenile detention center Sundays at 5pm

In addition, we will make more of a footprint at local area treatment centers, ¾ houses and jails including Oakland County, Macomb County, & Wayne County.

Our main goal is to help those still suffering transition from treatment to AA. We want to introduce them to young people in sobriety, to help them understand that they are not alone. That there is more to life than a drink or drug. Our secondary goal is to introduce them to MCYPAA – the youth in sobriety that enables us to be a part of.

Global Outreach

Out of State Conferences

OSCYPAA	OREGON	NOV 30-DEC 2 2018
MOSCYPAA	MISSOURI	JAN 4-6 2019
WICYPAA	WISCONSIN	JAN 11-13 2019
TCYPAA	NASHVILLE, TENNESSEE	JAN 25-27 2019
EACYPAA	NEW JERSEY	MAR 7-10 2019
ISCYPAA	ILLINOIS	MAR 22-24 2019
MNYPAA	MINNESOTA	MAR 29-31 2019
ICYPAA	BOSTON, MASS	AUG 22-25 2019
ARKYPAA	ARKANSAS	OCT 11-13 2019
TXYPAA	TEXAS	OCT 2019
OYPAA	COLUMBUS, OH	TBD
INCYPAA	INDIANA	TBD

Go to Canada! Windsor and Essex Counties (District 16 in Area 86) have over 50 meetings through the week with plenty of potential.

Reimbursement Plan

Outreach reimbursement is a way to subsidize the costs of outreaching, not fund it.

1. Use the form corresponding with the type of outreach (state, local, treatment) and complete within one month of outreach date
2. Designate on form how outreach objective was obtained
3. Things not to be included in reimbursement requests: hotels, meals, snacks, merchandise, pre-registrations (unless discussed with and voted on by the committee prior to)
4. Mileage reimbursement formula: The Internal Revenue Service (IRS) has issued the 2018 optional standard mileage rates and beginning on January 1, 2018, the standard mileage rates for the use of a car, van, pickup or panel truck will be: 54.5 cents per mile for business miles driven (up from 53.5 cents in 2017

Modifying this formula, our formula is as follows: 10 cents per mile after the first 50 miles (outside Metro Detroit)

Stipulations -

- At least one other person must outreach with you
- You must be a committee member or steering committee must approve outreach plans beforehand

5. We will have a rolling $150 allocation for reimbursement purposes.

Note: reimbursement is not guaranteed.

Social Media

We have extensive experience managing a private facebook page. The Burbypaa page has been up and running for 3 years now. We have had situations in the past where posts had to be deleted, and we had to have honest communication with the individual on why it was inappropriate. We plan to have a Social Media chair to manage this page and our other content.

We plan to continue recording podcasts next year. These are awesome opportunities to talk about recovery, events, and get people excited about upcoming YPAA stuff!

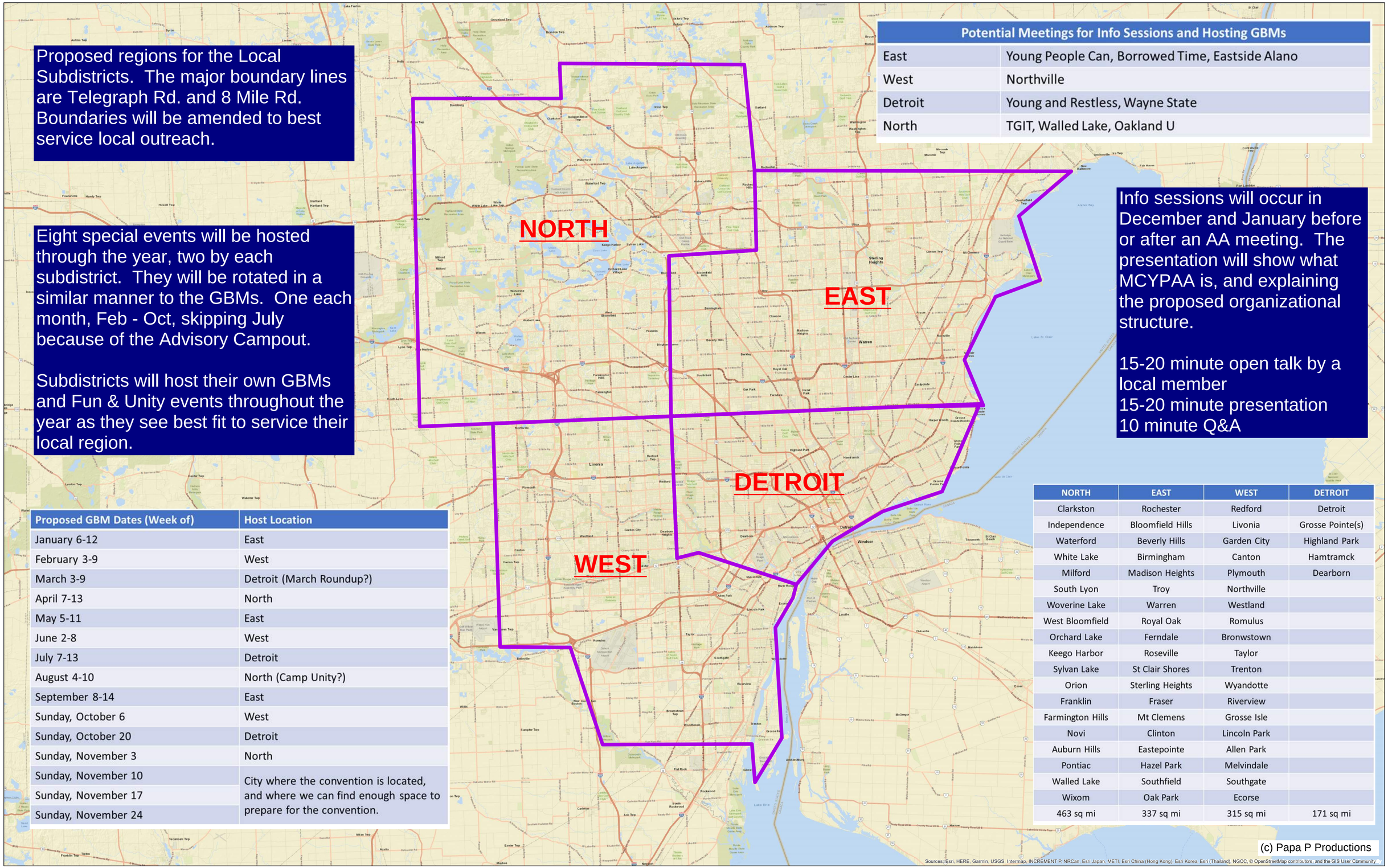
Merchandise

In order to help get the word out about YPAA, BURBYPAA has created a website explaining what YPAA is and has a store to sell BURBYPAA merchandise. The store is a great way for anyone, anywhere to have the opportunity to purchase our awesomely designed merchandise. The webpage is created as of right now. To get it up and running, the committee needs to vote on the monthly plan to activate the store. From there it would take about a month for the committee to go through and place orders, fill out the contact form about getting involved in YPAA, and to play around with the active site. We are extremely excited for this and cannot wait to launch it.

Proposed regions for the Local Subdistricts. The major boundary lines are Telegraph Rd. and 8 Mile Rd. Boundaries will be amended to best service local outreach.

Eight special events will be hosted through the year, two by each subdistrict. They will be rotated in a similar manner to the GBMs. One each month, Feb - Oct, skipping July because of the Advisory Campout.

Subdistricts will host their own GBMs and Fun & Unity events throughout the year as they see best fit to service their local region.



Potential Meetings for Info Sessions and Hosting GBMs	
East	Young People Can, Borrowed Time, Eastside Alano
West	Northville
Detroit	Young and Restless, Wayne State
North	TGIT, Walled Lake, Oakland U

Info sessions will occur in December and January before or after an AA meeting. The presentation will show what MCYPAA is, and explaining the proposed organizational structure.

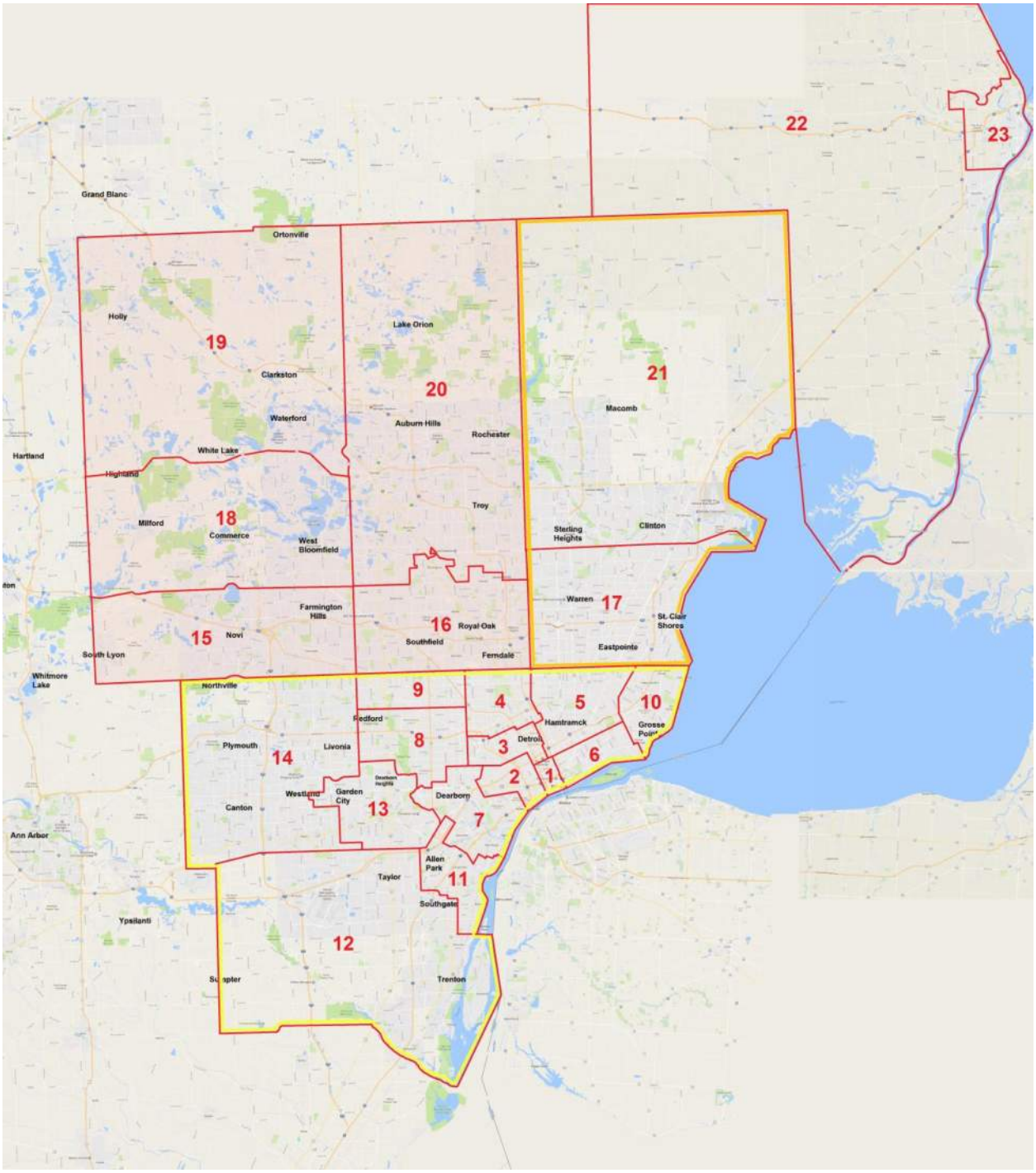
15-20 minute open talk by a local member
15-20 minute presentation
10 minute Q&A

Proposed GBM Dates (Week of)	Host Location
January 6-12	East
February 3-9	West
March 3-9	Detroit (March Roundup?)
April 7-13	North
May 5-11	East
June 2-8	West
July 7-13	Detroit
August 4-10	North (Camp Unity?)
September 8-14	East
Sunday, October 6	West
Sunday, October 20	Detroit
Sunday, November 3	North
Sunday, November 10	City where the convention is located, and where we can find enough space to prepare for the convention.
Sunday, November 17	
Sunday, November 24	

NORTH	EAST	WEST	DETROIT
Clarkston	Rochester	Redford	Detroit
Independence	Bloomfield Hills	Livonia	Grosse Pointe(s)
Waterford	Beverly Hills	Garden City	Highland Park
White Lake	Birmingham	Canton	Hamtramck
Milford	Madison Heights	Plymouth	Dearborn
South Lyon	Troy	Northville	
Woverine Lake	Warren	Westland	
West Bloomfield	Royal Oak	Romulus	
Orchard Lake	Ferndale	Bronwstown	
Keego Harbor	Roseville	Taylor	
Sylvan Lake	St Clair Shores	Trenton	
Orion	Sterling Heights	Wyandotte	
Franklin	Fraser	Riverview	
Farmington Hills	Mt Clemens	Grosse Isle	
Novi	Clinton	Lincoln Park	
Auburn Hills	Eastepointe	Allen Park	
Pontiac	Hazel Park	Melvindale	
Walled Lake	Southfield	Southgate	
Wixom	Oak Park	Ecorse	
463 sq mi	337 sq mi	315 sq mi	171 sq mi

(c) Papa P Productions

District boundaries in Area 33 under AA General Service Structure



Proposed service positions for the MCYPAA 41 Host Committee. Subdistricts can create/elect new positions as they see fit to best service their local community. People can hold positions on both the Convention Committee and the Local Subdistricts.

CONVENTION COMMITTEE

Chair	**Co-Chair**	**Secretary**	**Treasurer**
Hotel	**Program**	**Registration/ Hospitality**	**Merchandise**
Social Media	**Graphics & Design**	**Outreach (Global)**	**Prayer**

LOCAL SUBDISTRICTS

Detroit	Detroit	Detroit	Detroit
Voting Rep 1	Voting Rep 1	Voting Rep 1	Voting Rep 1
Voting Rep 2	Voting Rep 2	Voting Rep 2	Voting Rep 2
Special Events	Special Events	Special Events	Special Events
Fun & Unity	Fun & Unity	Fun & Unity	Fun & Unity
Outreach (Local)	Outreach (Local)	Outreach (Local)	Outreach (Local)
Prayer	Prayer	Prayer	Prayer

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Hosting Plan for Mcypaa 41

We started thinking about how we are going host Mcypaa 41! At that point, we will not be Burby anymore, but Mcypaa Host Committee. We want to do what's best for the convention as a whole. So we are proposing an organizational structure and strategy that we believe will best serve Mcypaa.

What's the structure?

We'll have a convention committee. This will focus solely on hosting Mcypaa. The common service positions will be here: Chair, Co-Chair, Treasurer, Secretary, Hotel, Program, Registration, Hospitality, Graphics & Design, Social Media, Prayer and Outreach (Global). [Co-Chair positions will also be on this committee, but this is a brief overview of the structure.]

We know with the convention being in Metro Detroit, we are trying to cover a large, large area! So why don't we break this up into 4 regions? Each of these local subdistricts can focus on Fun & Unity, and Outreach.

So how will this work?

The Host Committee GBMs will focus mainly on the convention as a whole, and outreach out of state. So we will have monthly GBMs, rotated between the different regions. See below for the proposed GBM dates and locations. This is negotiable, but it includes the spirit of rotation throughout Metro Detroit, and gives people enough time in advance to plan ahead. Some options are during March Roundup or during Camp Unity.

Proposed GBM Dates (Week of)	Host Location
January 6-12	East
February 3-9	West
March 3-9	Detroit (March Roundup?)
April 7-13	North
May 5-11	East
June 2-8	West
July 7-13	Detroit
August 4-10	North (Camp Unity?)
September 8-14	East
Sunday, October 6	West
Sunday, October 20	Detroit
Sunday, November 3	North
Sunday, November 10	City where the convention is located, and where we can find enough space to prepare for the convention.
Sunday, November 17	
Sunday, November 24	

Proposed GBM dates and locations.

The Mcypaa Host Committee "area of influence" will be broken up into 4 districts: North, East, West, and Detroit. The main boundary lines are 8 Mile and Telegraph. See the attached map. These are pretty close to closely to the District lines under the AA General Service Structure. But we think the proposed boundaries are a better fit for our outreach purposes.

What do the local subdistricts do?

Each local subdistrict will have a Convention Committee Liaison, Special Events, Fun & Unity, Outreach (Local) and Prayer chair. They will have their own GBMs, and can elect additional positions if they feel it's necessary. See attached Organization Chart. Also see draft Bylaws in the Appendix that describes proposed roles for each position.

Each local subdistrict will host 2 large-scale special events geared towards the whole state. These will also be rotated in a similar manner to the GBMs. We anticipate events in Feb, Mar, Apr, May, Jun, Aug, Sept, and Oct, skipping July because of the Advisory Campout. In between, each local subdistrict can focus on fun & unity and outreach within its own community. They will need a liaison to the convention committee of course. Additional service positions will be up to the local subdistricts. See the attached proposed organization chart.

Note that people can hold service positions on both the local and convention committees. The main benefit is that people can still be involved with hosting the convention without having to travel over an hour every two weeks for a business meeting. If a local district does not want to participate in the general structure or loses interest, this does not change general plans for the convention. Yes it will be more difficult to outreach. However, we still believe in having GBMs and special events rotated throughout Metro Detroit. So people from the Convention Committee or surrounding districts can still put on events.

How will people know what's up?

To get people informed, we will hold info sessions in December and January at local meetings in the different districts to get people interested. These would be an hour long before or after a meeting. 15-20 minute open talk of a local person to get local people to attend, 15-20 minute presentation about what mcypaa is, how to get involved, and the districts concept, 10 minute Q&A, and smoke break. Initial suggestions of meetings we would do these info sessions at are Young and Restless in Grosse Pointe, the Northville VFW on Wednesdays, TGIT on Thursdays, Corktown on Thursdays, Young People Can on Sundays, and Wayne State on Wednesdays. More to be added, but this is our starting point. See the Appendix for a draft presentation.

We recognize this is not a perfect solution, but we believe this is the best way to host Mcypaa 41!

BURBYPAA

Registrations

Bid Requirement # 10

Required: Bidders must be prepared to sell pre-registrations immediately upon being awarded the convention.

Name_____

Date_____ Phone #_____

Email_____

Address_____

_____

City_____

State_____ Zip_____

Number of registrations_____

Sponser a registration $_____

or Donate_____

Want to get involved with MCYPAA?!?! (circle) yes/no

Accessibility concerns?_____

Bid Committee Affiliation_____

MCYPAA USE ONLY

Total payment amount_____

Method: Cash Square Check

Recieved by_____

Notes: Event/ conference

_____

BURBYPAA

Host Committee Responsibilities Agreement

Bid Requirement #11

Required: Bidders must agree to follow the Host Committee Responsibilities from the Michigan Convention of Young People in Alcoholics Anonymous Advisory Council.

The Burbypaa Bid Committee agrees to follow the Host Committee Responsibilities as directed by the Michigan Convention of Young People in AA Advisory Council.

Presad G.

Dwayne W

Dwayne W

- Andrew Russell-Spencer

- Emily M.

- Michael S.

- Ros G.

- Vince B.

Ronnie - Ronnie A.

Christina N.

Special Thanks

Special Thanks to the following people who been a part of the committee and been of service throughout the year:
Jon, Lauren, Chad, Joe, Alex, Jarvis, Brandon, Patrick, Zach, Holly, Mike, Christina, Mark, and Louie. We apologize if we forgot any names. It was not intentional.

Special Thanks to First United Methodist Church in Ferndale where we held many of our committee business meetings. Special Thanks to Modern Skate and Surf and Kyle's House where he held several events and business meetings.

Special Thanks to Area 33, District 16, and District 17 for their letters of support. Special Thanks to all of the individuals who fill up the service structure and the rooms of Alcoholics Anonymous.

Special Thanks to the other bid committees in helping us create an extraordinary environment for young people in AA this year.

Special Thanks to MCYPAA Advisory Council for their service and guidance throughout the year.

And most of all, Special Thanks to the Host Committee for putting on MCYPAA 40!

Appendix

Mcypaa Bidding Requirements

1. Required: Bidders must have commitments of availability from housing facilities for the weekend prior to, the weekend of, or the weekend following Thanksgiving. Such agreements will denote that the Michigan Convention of Young People in AA (MCYPAA) will not be required to fill a minimum number of persons staying at the hotel to hold the convention there. Nor will MCYPAA or MCYPAAAC be held liable for any damage to individual guest rooms. This may be in the form of a proposal or a formal hotel contract. Contracts are preferred as to expedite securing the contract upon being awarded the convention (usually in the form of a deposit).
   Suggested: Bidders should provide two housing facility options/contracts, one of which is the weekend of Thanksgiving.
2. Required: Bidders must have the date of the banquet, proof of the availability of facilities and meeting rooms, and the date the guarantee is required.
3. Required: Bidders must show proof that the housing facilities, banquet facilities, and meeting rooms are all within easy walking distance of each other.
4. Required: Assurance must be given that no other large-scale AA activity is planned in the city during the convention.Suggested: A statement of support from the local intergroups, Districts, and/or Area should be provided.
5. Required: Bidders will be required to demonstrate financial capabilities within the traditions of AA as a whole. A financial statement to date is required for the bid. Bidders must design and use a bookkeeping system for all bidding committee funds.Suggested: A separate and distinct bank account should be maintained for all bidding committee funds.
6. Required: Two projected budgets shall be submitted to MCYPAAAC. The first budget will detail convention costs and expenses (meeting rooms, coffee, banquet, entertainment, etc.) and sources of income (merchandise sales, registrations, events, etc.). These should be derived from your contract and financial figures from previous conventions (available from MCYPAAC). The second budget will be a “worst-case” scenario, showing the minimum expense of the convention under legal obligation from the hotel contract.
7. Required: Bidders must have a general outreach plan for the convention.Suggested: Assistance with outreaching current convention with Host Committee highly encouraged.
8. Required: Bidders must submit a digital copy of their bid packet one week prior to the start of the convention to bids@mcypaa.org. Seventeen printed copies must be brought to the convention to be submitted to MCYPAAC.
9. Required: There will be a maximum time limit of 30 minutes for the presentation of bids. This includes skit, packet presentation, and Q&A from MCYPAAC.
10. Required: Bidders must be prepared to sell pre-registrations immediately upon being awarded the convention.
11. Required: Bidders must agree to follow the Host Committee Responsibilities from the Michigan Convention of Young People in Alcoholics Anonymous Advisory Council.Bidding requirements

BURBYPAA BYLAWS
MCYPAA 41 BID COMMITTEE

REVISED and ADOPTED March 18, 2018

Preamble:

We formed Burbypaa, a Bid Committee to host MCYPAA 41. We have two distinct goals in mind: first, to carry the message of recovery as written in the book "Alcoholics Anonymous" to newcomers, and second, to foster unity, for without unity, we risk losing everything. These goals represent the 5th and 1st traditions of our fellowship, and we seek to enact them faithfully in our quest to host the 41st annual Michigan Convention of Young People in Alcoholics Anonymous (MCYPAA).

I. **Membership**

1. The term **Committee Member** shall refer to any member of Alcoholics Anonymous that would like to be recognized as Burbypaa Committee member.
2. The term **Voting Committee Member** shall refer to any member of Alcoholics Anonymous meeting the following requirements:
    a. Holds an elected position on Burbypaa Committee or
    b. Attends two consecutive business meetings and wishes to be recognized as a voting committee member. Voting committee membership will take effect at the beginning of the individual's second consecutive meeting.
3. Attendance
    a. A failure to attend a **meeting or event** without prior notice to the Chair or Secretary will be considered an "unexcused absence."
        i. 2 consecutive unexcused absences will cause automatic resignation for an elected position.
        ii. 3 consecutive absences, unexcused or not, allows the Chairperson to trigger a special motion to remove the member in violation of this policy. This motion only requires a simple majority to pass.
    b. The counter on absences will begin once the attendance bylaws are voted into effect.
4. Resignations and Removals
    a. Any elected Burbypaa Committee member can resign his/her position by notifying the Chair.
    b. Any break in continuous sobriety is considered a resignation of committee position and voting rights.
    c. Any elected Burbypaa Committee member may be removed from his/her position by a 2/3 vote.
5. Rights and Liabilities.
    a. Burbypaa as a committee shall establish from time to time the rights and liabilities of each member provided no member shall be personally liable to Burbypaa or its creditors for an indebtedness or liability of the corporation.
    b. No member shall, by virtue of his/her membership, have rights over property, affairs or business of Burbypaa, except where is necessary for satisfying the bank account bid requirement.

II. **Committees/Subcommittees**

1. The Steering Committee will consist of the Chair, Secretary, Treasurer, and **two and only two** other members (known as "Alternative Steering Committee Member" and can be current position chairs or voting committee members) elected by the committee. The two alternative positions must always be filled, never lapsing more than one business meeting after a tendered resignation or removal. A majority of the Steering Committee shall be present for voting to take place. See Article V for further information on voting.
2. Subcommittees can be formed and meetings can be held at the discretion of the Position Chair. See Article VII for information on Position Chairs.

III. **Rules of Discussion**

1. All discussion requires listening. Consideration to the speaker is imperative.
2. Discussion shall be concise, courteous, and dignified.
3. Sub Committee Reports
    a. Each sub-committee shall give their report at every committee meeting.
    b. Discussion and questions to the sub-committee will be allowed at the end of each respective report and must pertain to that sub-committee.
4. The acting Chair and Prayer Chair are the only members who can interrupt a speaker under the following criteria:
    a. Speaking off topic
    b. Speaking too long
    c. Repeating previous points at length.
    d. Discussion is not dignified.
    e. A question of procedure arises.

IV. **Motions**

1. Motions Requiring Action
    a. Motions may be made by voting committee members; the Chair is not eligible.
    b. All motions must appear in the minutes.
    c. Motions will be presented as follows:
        i. One motion is made and decided at a time.
        ii. Motion must be seconded (by a voting committee member)
        iii. Discussion (if necessary)
        iv. Secretary shall repeat the motion.
        v. Call for vote. Chair is not eligible to vote.
        vi. Motion is decided.
        vii. Call for minority opinion
        viii. Minority opinion voiced. (Each minority vote can only speak once)
        ix. Ask if there has been a change in the majority vote
        x. If anyone of the majority vote wishes to change their vote, repeat steps v. and vi. There is no minority opinion if a second vote is taken.
        xi. If there is no change in majority vote then vote stands.
        xii. At any time before the vote, the motion may be withdrawn by the person presenting the motion.
        xiii. A motions result will be considered final.
        xiv. Amendments to motions must be seconded by any voting committee member. Then the motion shall be re-stated.

xv. The Chair can only vote to break ties.

2. Procedural Motions
   a. Procedural motions may be made by voting committee members.
   b. The following procedural motions must be seconded, discussed if necessary, and require a majority vote to pass.
      i. Approve minutes.
      ii. Close discussion (if there is no motion on the floor)
      iii. Table of an item
         c. Discussion is limited to once per member.
         d. IF motion passes, the item automatically becomes old business on the next meeting's agenda.
      iv. Break or close of a meeting.

V. **Voting**

1. Voting shall be made by a show of hands in a business meeting, and requires a majority to pass. This includes, but is not limited to the following situations:
   a. Approving Budgets.
   b. Creating or deleting positions.
2. Each voting committee member has one vote and are the only ones allowed to vote.
3. The Chair will count all votes and can only vote to break ties.
4. Absentee voting is not permitted.
5. All decisions should be reached by a discussion with an informed group conscience and, whenever possible, with unanimity.
6. A majority of the Steering Committee members is the quorum for voting.

VI. **Elections**

1. Elections for all positions shall be carried out using majority vote.
2. People running for positions should step out of the room during voting.
3. All AA attendees are eligible to vote during the election of committee positions.
4. In the case of a candidate running unopposed, then no vote is needed.
5. Individuals are allowed to make themselves available for a position by proxy. It is recommended that they provide either a written statement of their qualifications or have a representative verbally state their qualifications.
6. Elections are considered business meetings.
7. The Chair can only vote to break ties while electing positions for committee members.

VII. **Positions**

1. BUSINESS OFFICERS

a. **Chairperson:**
Oversees all business/bid committee operations of Burbypaa Committee, upholds the Traditions of A.A., Is responsible for organizing and leading meetings, Prepares agenda for meetings. Is responsible for calling emergency meetings, Maintain records throughout the year. Is to review committee performance with each individual (if necessary) one on one. Is responsible for updating and maintaining Burbypaa Committee addresses and checking the PO Box. They will be responsible of notifying members lacking in performance of probationary status.
Suggested sobriety is 2 years with service experience.

b. **Co-Chair:**
Is responsible for taking over the Chair position in emergency situations. Shall accept same duties as the Chair as distributed by the Chair.
Suggested sobriety is 2 years with service experience.

c. **Treasurer:**
Coordinates all monetary functions. Is authorized signature on all financial accounts. Is authorized to allocate no more than $100 in emergency funds without committee approval. Is responsible for keeping the financial books for the committee. Shall give a verbal report to the committee every meeting and a written report every quarter (three months).
Suggested sobriety is 2 years with service experience, a job, and an established address.

d. **Co-Treasurer:**
Is responsible for taking over the Treasurer position in emergency situations. Shall accept same duties as the Treasurer.
Suggested sobriety is 2 years with service experience.

e. **Secretary:**
Is responsible for keeping the minutes at all meetings. Provides copies of the minutes, upon request. Is the liaison between the meeting facility and Burbypaa Committee. Corresponds to other groups. Is responsible for creating, updating, and maintaining Burbypaa phone and email lists, and attending to any other secretarial business.
Suggested sobriety is 2 years with service experience.

f. **Special Events Chair**
Is responsible for finding locations and arranging events deemed appropriate by the committee that promotes awareness of the convention, unity service and recovery among young/old members in AA throughout the state. All events prior to the convention shall include an AA meeting. Has knowledge of AA Traditions and plans events in conformity with them. Develops ideas for events and arranges all aspects of such events including but not limited to the place, date, time, speakers, cost, refreshments, food, music (if necessary), etc.
Suggested sobriety is 1 year with service experience.

g. **Hotel Chair**
Is responsible for contacting and coordinating with hotels, sites, and venues for MCYPAA 39 or any other convention or event the committee deems necessary.
Suggested sobriety is 1 year with a professional attire, attitude, and knowledge of business dealings.

2. COMMITTEE CHAIRHOLDERS:

a. **Outreach Chair**
Is responsible for getting all Burbypaa literature distributed to central offices, Alano clubs, and Alcoholics Anonymous meetings throughout the Metro Detroit Area, as well as to other young people's committees in Michigan. Is responsible for informing Burbypaa Committee members of meetings and events sponsored by other committees.
Suggested sobriety is 1 year with a great smile, outgoing personality, and a car!

b. **Merchandise Chair**
Works closely with the Graphics and Design Chair to design a graphic that best suits the convention

theme for T-Shirts, stickers, buttons, etc. Researches economical production options and presents them to the committee for final decision by the group conscious. Makes merchandise available for purchase online, at events and at the convention. Coordinates volunteers for merchandise table during the convention weekend. Works closely with the Treasurer to account for sales of merchandise.
Suggested sobriety is 1 years with service experience.

c. **Graphics and Design Chair**
Designs and produces all printed and digital committee-approved material requiring graphics (flyers, tickets, programs, signs, banners, etc). Has access to a computer with appropriate digital technologies and has some experience with graphic design. Works closely with the Events and Outreach Chairs in order to produce outreach materials for all scheduled events. Works closely with the Merchandise and Memorabilia Chair to design a graphic that best suits the convention theme for T-Shirts, stickers, buttons, etc.

d. **Service Liaison:**
Shall act as out group representative at the district and area meetings. All district and area actions and events shall be reported back to the committee.

e. **Fun & Unity Chair**
Is responsible to help foster unity within the committee. Is encouraged to keep an updated calendar of events. Is to remain updated on new committees and where support is needed.

f. **Hospitality Liaison:**
The Hospitality Liaison is responsible for attending the monthly planning meetings of all local conventions (i.e. State Convention). The Hospitality Liaison will be in charge of facilitating service in panels, marathon meetings, and hospitality rooms at MCYPAA 41.

g. **Prayer Chair:**
Is responsible to help foster unity, peace, and serenity at business meetings. Shall step in if shit gets out of whack.

h. **Co-Chairs**
The following Co-Chair positions shall follow their perspective requirements and shall perform all duties deemed necessary by their Chair. In the event of an emergency, they shall take the place of the Chair of said position:

- **Secretary Co-Chair**
- **Special Events Co-Chair**
- **Hotel Co-Chair**
- **Outreach Co-Chair**
- **Merchandise Co-Chair**
- **Graphics and Design Co-Chair**
- **Service Liason Co-Chair**
- **Fun & Unity Co-Chair**
- **Hospitality Liason Co-Chair**
- **Prayer Co-CHair**

3. New positions can be created at the discretion of the committee as need arises.

4. Any break in continuous sobriety is considered a resignation of committee position and voting rights.

VIII. Spending

1. Purchases by committee members $25.00 and below can be approved by the Treasurer. Purchases over $25.00 require committee approval.
2. No committee member shall provide a loan or excessive donation to the committee, per AA Traditions.
3. The Bank Account shall have 3 to 4 signatories.
    a. Checks shall require a double signatory.
    b. Suggested sobriety is 2 years to be a signatory on the account.

IX. Amendments to By Laws

1. An ad-hoc committee shall be established to review the proposed change.
2. All committee members shall be notified in writing a minimum of ten (10) days prior to vote. Electronic notification is acceptable.
3. Adoption of any change to the Bylaws requires a majority vote of group members present in accordance with the voting procedure outlines in Article V.

X. Appendix

In the event of a unique condition not covered in these By-Laws, the Chair or any other member may suggest a method of proceeding, which shall be temporarily adopted (for the meeting only) upon acceptance by a vote of 2/3 of the members present.

MCYPAA 41 HOST COMMITTEE BYLAWS

PROPOSED JANUARY 2019

I. Membership

1. The term **Committee Member** shall refer to any member of Alcoholics Anonymous that would like to be recognized as Host Committee member and has attended two consecutive business meetings.
2. The term **Voting Committee Member** shall refer to any member of Alcoholics Anonymous who is a Committee member with voting rights as described in Section
3. Attendance
    a. A failure to attend a **meeting OR event** without prior notice to the Chairperson or Secretary will be considered an "unexcused absence."
        i. 2 consecutive unexcused absences will cause automatic resignation for an elected position.
        ii. 3 consecutive absences, unexcused or not, allows the Chairperson to trigger a special motion to remove the member in violation of this policy. This motion only requires a simple majority to pass. This motion is not compulsory.
    b. The counter on absences will begin once the bylaws are voted into effect.
    c. Arrival after 15 minutes of the invocation of the business meeting is considered an absence
4. Resignations and Removals
    a. Any elected Host Committee member can resign his/her position by notifying the Chairperson.
    b. Any break in continuous sobriety is considered a resignation of any elected position
    c. Any elected Host Committee member may be removed from his/her elected position by a 2/3 vote by the Special Voting rules.
5. Rights and Liabilities.
    a. Host as a committee shall establish from time to time the rights and liabilities of each member provided no member shall be personally liable to Host or its creditors for an indebtedness or liability of the corporation.
    b. No member shall, by virtue of his/her membership, have rights over property, affairs or business of Host, except where is absolutely minimally necessary for financial organization.

II. Committees/Subcommittees

1. The Steering Committee will consist of the Chairperson, Secretary, Treasurer, and **two and only two** other members (known as "Alternative Steering Committee Member" and can be current position chairs or committee members) elected by the committee. The two alternative positions must always be filled, never lapsing more than one business meeting after a tendered resignation or removal.
2. A majority of the Steering Committee shall be present for voting on normal business to take place and for minutes of a meeting to be official record. See Article V for further information on voting. All official business meetings must be posted with reasonable notice. Emergency meetings with a quorum are permitted for exigent circumstances but giving notice for meetings is encouraged.
3. Subcommittees can be formed and meetings can be held at the discretion of the Position Chair. See Article VII for information on Position Chairs. Subcommittees are encouraged to prepare proposals or other matters for report at the general business meeting. Subcommittee

meetings cannot vote on motions that affect the host committee; all business must ultimately be decided by a meeting with a quorum. See section (2) on emergency circumstances.

III. **Rules of Discussion**

1. All discussion requires listening. Consideration to the speaker is imperative.
2. Discussion shall be concise, courteous, and dignified.
3. Sub Committee Reports
   a. Each sub-committee shall give their report at every committee meeting.
   b. Discussion and questions to the sub-committee will be allowed at the end of each respective report and must pertain to that sub-committee, except when a specific matter is already on the agenda for later discussion.
4. The acting Group Chairperson and Prayer Chairperson are the only members who can interrupt a speaker under the following criteria:
   a. Speaking off topic
   b. Speaking too long
   c. Repeating previous points at length.
   d. Discussion is not dignified.
   e. A question of procedure arises.

IV. **Motions**

1. Motions Requiring Action
   a. Motions may be made by committee members; the Chair is not eligible.
   b. All motions must appear in the minutes.
   c. Motions will be presented as follows:
      i. One motion is made and decided at a time.
      ii. Motion must be seconded (by a voting committee member)
      iii. Discussion (if necessary)
      iv. Secretary shall repeat the motion.
      v. Call for vote. Chair is not eligible to vote.
      vi. Motion is decided.
      vii. Call for minority opinion
      viii. Minority opinion voiced. (Each minority vote can only speak once)
      ix. Ask if there has been a change in the majority vote
      x. If anyone of the majority vote wishes to change their vote, repeat steps v. and vi. There is no minority opinion if a second vote is taken.
      xi. If there is no change in majority vote then vote stands.
      xii. At any time before the vote, the motion may be withdrawn by the person presenting the motion.
      xiii. A motions result will be considered final.
      xiv. Amendments to motions must be seconded by any voting committee member. Then the motion shall be re-stated.
      xv. The Chair can only vote to break ties.

2. Procedural Motions
   a. Procedural motions may be made by voting committee members.
   b. The Chairperson can table any procedural motion if they determine the scope of the motion to require amendments to these bylaws
   c. The following procedural motions must be seconded, discussed if necessary, and require a majority vote to pass.
      i. Approve minutes
      ii. Approve financial report
      iii. Close discussion (if there is no motion on the floor)

iv. Alter some way in which the meeting is conducted

v. Table of an item

1. Discussion is limited to once per member.

2. IF motion passes, the item automatically becomes old business on the next meeting's agenda.

vi. Break or close of a meeting.

V. **Voting**

1. Voting shall be made by a show of hands in a business meeting, and requires a majority to pass. This includes, but is not limited to the following situations:

a. Approving Budgets

b. Creating or deleting positions

2. Unless otherwise excepted in these bylaws, all measures and/or motions shall be decided by a series of votes, with the next tier only taking place to break a tie in the previous vote:

a. Each District will have two Voting Representatives. Each representative present will cast their in a roll call vote done by the Chairperson. All votes are enumerated by the Secretary. If greater than 50% of the votes out of present voters are in favor, the measure carries.

b. In the event that the district vote ends in a tie, any and all holders of elected positions are invited to vote. If greater than 50% of the votes out of the total eligible voters are in favor, the measure carries. Any Voting Reps who also hold an elected position and cast a vote in the previous round are not allowed to vote in this round. They also cannot count toward the count of total eligible votes.

c. In the event that the previous round ends in a tie, the motion will be decided by a dance off from members of opposing viewpoints. The Group Chairperson will judge such contest and decide the tie breaker.

3. For district voting, the Chairperson will call for all votes by roll call. These are to be recorded by the Secretary. In any other form of voting, the Secretary is to at minimum record the vote counts.

4. Absentee voting is not permitted. Motions can only be made by members present.

5. All decisions should be reached by a discussion with an informed group conscience and, whenever possible, with unanimity.

6. A majority of the Steering Committee members is the quorum required for voting. The co-chairs cannot be considered as stand-ins for quorum positions.

7. Special Voting: The Group Conscience may decide on conditions where an entire-body vote from all eligible voters is appropriate. These scenarios include but are not limited to: motions to remove any member from their elected position, motions to disband the committee, motions to alter the bylaws, motions to alter districts and/or their composition, and motions affecting AA as a whole. Tie breaking would follow the rules outlined in 2.c.

V.1 - Voting Representatives

a. In the event of an absence, planned or not, the Alternate Rep fills in for the Voting Rep for that particular GBM. If a Voting Rep misses two consecutive GBMs they are automatically relieved of that position. The Steering Committee will continue recognize the Alternate Rep as the legitimate interim until the district handles their business the way the see fit. A district must fill an empty Voting Rep position before filling Alternate Rep.

b. A district communicates its official Voting Reps and Alternate Reps by providing Host committee notes of the meeting(s) in which the reps were nominated and elected. A district's business meeting notes are the only record by which Host recognizes who is a Rep. These business notes are received by the Host Secretary. A district is free to choose their Reps however their Group Consciousness guides them, and this Host Committee shall have no authority over

such.

c. The district comprisal is to be determined by the Group Conscience

d. An Alternate Rep may only substitute for one Voting Representative at a time

e. Any voting member that is involved in an issue where a possible conflict of interest is established to the satisfaction of the Chairperson, that voting member is banned from that particular vote. If the Chairperson is the subject of the potential conflict of interest to the satisfaction of at least one Region (both reps), then they are banned from casting their hypothetical tie breaking vote. In a tie in this case, the person in the room with the least amount of sober time is to flip a coin to break the tie.

VI. Elections

1. Elections for all positions shall be carried out using majority vote; except for Group Chairperson, Treasurer and Secretary shall use Third Legacy
2. People standing for positions should step out of the room during voting
3. All AA attendees are eligible to vote during the election of committee positions
4. In the case of a candidate stands unopposed, then they win by acclamation
5. Individuals are allowed to make themselves available for a position by proxy. It is recommended that they provide either a written statement of their qualifications or have a representative verbally state their qualifications. No individual can be nominated by proxy that is not aware of or consent to the nomination.
6. Elections are considered business meetings
7. The Chair can only vote to break ties while electing positions for committee members.

VII. Positions

a. Group Chairperson: Oversees all business/bid committee operations of Host Committee, upholds the Traditions of A.A., Is responsible for organizing and leading meetings, Prepares agenda for meetings. Is responsible for calling emergency meetings, Maintain records throughout the year. Is to review committee performance with each individual (if necessary) one on one. Is responsible for updating and maintaining Host Committee addresses and checking the PO Box. They will be responsible of notifying members lacking in performance of probationary status. Suggested sobriety is 2 years with service experience.

b. Treasurer: Coordinates all monetary functions. Is authorized signature on all financial accounts. Is authorized to allocate no more than $100 in emergency funds without committee approval. Is responsible for keeping the financial books for the committee. Shall give a verbal report to the committee every meeting and a written report every quarter (three months). Suggested sobriety is 2 years with service experience, a job, and an established address.

c. Secretary: Is responsible for keeping the minutes at all meetings. Provides copies of the minutes, upon request. Is the liaison between the meeting facility and Host Committee. Corresponds to other groups. Is responsible for creating, updating, and maintaining Host phone and email lists, and attending to any other secretarial business. Suggested sobriety is 2 years with service experience

d. District Voting Representative: An appointee from a YPAA district (not to be confused with regular AA Districts). Each district must appoint two Representatives following the rules outlined in the Voting Representative section. Each Representative votes on motions and other business before the committee. They are a liaison to their district.

e. Alternative District Voting Representative: Has the same responsibilities as a Voting Rep in their absence

f. Special Events Chair: Is responsible for finding locations and arranging events deemed appropriate by the committee that promotes awareness of the convention, unity service and recovery among young/old members in AA throughout the state. All events prior to the convention shall include an AA meeting. Has knowledge of AA Traditions and plans events in conformity with them. Develops ideas for events and arranges all aspects of such events including but not limited to the place, date, time, speakers, cost, refreshments, food, music (if

necessary), etc. Suggested sobriety is 1 year with service experience

g. **Hotel Chair**: Is responsible for contacting and coordinating with hotels, sites, and venues for MCYPAA 41 or any other convention or event the committee deems necessary. Suggested sobriety is 1 year with a professional attire, attitude, and knowledge of business dealings.

h. **Global Outreach Chair**: Is responsible for coordinating visiting out-of-state conventions and other major in-state conferences. Also responsible for outreaching to more distantly located young people's committees in Michigan. Is responsible for informing Host Committee members of meetings and events sponsored by other committees. Suggested sobriety is 1 year with a great smile, outgoing personality, and independent transportation

i. **Local Outreach Chair**: Is responsible for getting all Host literature distributed to central offices, Alano clubs, and Alcoholics Anonymous meetings throughout the Metro Detroit Area, as well as to other young people's committees in Michigan. Is responsible for informing Host Committee members of meetings and events sponsored by other committees. Suggested sobriety is 1 year with a great smile, outgoing personality, and independent transportation

j. **Merchandise Chair**: Works closely with the Graphics and Design Chair to design a graphic that best suits the convention theme for T-Shirts, stickers, buttons, etc. Researches economical production options and presents them to the committee for final decision by the group conscious. Makes merchandise available for purchase online, at events and at the convention. Coordinates volunteers for merchandise table during the convention weekend. Works closely with the Treasurer to account for sales of merchandise. Suggested sobriety is 1 years with service experience.

k. **Graphics and Design Chair**: Designs and produces all printed and digital committee-approved material requiring graphics (flyers, tickets, programs, signs, banners, etc). Has access to a computer with appropriate digital technologies and has some experience with graphic design. Works closely with the Events and Outreach Chairs in order to produce outreach materials for all scheduled events. Works closely with the Merchandise and Memorabilia Chair to design a graphic that best suits the convention theme for T-Shirts, stickers, buttons, etc.

l. **Service Liaison**: Shall act as out group representative at the district and area meetings. All district and area actions and events shall be reported back to the committee.

m. **Fun & Unity Chair**: Is responsible to help foster unity within the committee. Is encouraged to keep an updated calendar of events. Is to remain updated on new committees and where support is needed.

n. **Hospitality Liaison**: The Hospitality Liaison is responsible for attending the monthly planning meetings of all local conventions (i.e. State Convention). The Hospitality Liaison will be in charge of facilitating service in panels, marathon meetings, and hospitality rooms at MCYPAA 41.

o. **Prayer Chair**: Is responsible to help foster unity, peace, and serenity at business meetings. Shall step in if shit gets out of whack.

p. **Program Chair**: Is responsible for developing the program for MCYPAA 41

q. **Registrations Chair:** Is responsible for administering the registrations process and reporting information to the committee. Suggested sobriety is 2 years and a passion for Excel and keeping records

r. **Social Media and Mememaster:** Is responsible for developing outreach on social media platforms, while also strictly adhering to the principles of Anonymity. Is an implied admin on whatever various functions may arise, but the Steering Committee should also be admins wherever practical. The Group Conscience has final say over any conflicts. Is responsible for outreach. Suggested sobriety is 1 year and a passion for sick memes

s. **Co-Chairs**: The following Co-Chair positions shall follow their perspective requirements and shall perform all duties deemed necessary by their respective Chair. In the event of an emergency, they shall take the place as *acting* Chair of said position, but they are not automatically succeeded to that position in its vacancy without election.

i. New positions can be created at the discretion of the committee as need arises, but chairs with voting rights and job descriptions must be added to these bylaws by amendment.

ii. Any break in continuous sobriety is considered a resignation of committee position and voting rights.

- **Secretary Co-Chair**
- **Special Events Co-Chair**
- **Hotel Co-Chair**
- **Outreach Co-Chair**
- **Merchandise Co-Chair**
- **Graphics and Design Co-Chair**
- **Service Liaison Co-Chair**
- **Fun & Unity Co-Chair**
- **Hospitality Liaison Co-Chair**
- **Prayer Co-CHair**

VIII. Spending

1. Purchases by committee members $25.00 and below can be approved by the Treasurer. Purchases over $25.00 require committee approval.

2. No committee member shall provide a loan or excessive donation to the committee, per AA Traditions.

3. The Bank Account shall have 3 to 4 signatories.

a. Checks shall require a double signatory.

b. Suggested sobriety is 2 years to be a signatory on the account.

IX. Amendments to ByLaws

1. An ad-hoc committee shall be established to review the proposed change.
2. All committee members shall be notified in writing a minimum of ten (10) days prior to vote. Electronic notification is acceptable.
3. Adoption of any change to the Bylaws requires a majority vote of group members present in accordance with the voting procedure outlined in Article V.

X. Appendix

In the event of a unique condition not covered in these Bylaws, the Chair or any other member may suggest a method of proceeding, which shall be temporarily adopted (for the meeting only) upon acceptance by a vote of 2/3 of the members present.

MCYPAA 41

November 22-24, 2019

- What is YPAA?
- What are Young Peoples meetings?
- What is MCYPAA?
- How do you get involved?

YPAA =
Young People in Alcoholics Anonymous

YPAA is a term referring to various entities in and around AA geared towards helping young people find recovery, build fellowship, and participate in service. No one is turned away based on their age (young at heart) or if they have a service position or not.

YPAA is not a part of the General Service structure

However…

- We love AA !!!
- We adhere as closely to the Traditions and Concepts as possible

YPAA groups and their members have the opportunity to participate in the general service conference at their group level.

Like any other group or members of AA. They do so through their general service representative that reports to their district committee members that talk to their area delegate.

We are a part of AA…

"Yes, ICYPAA is a part of A.A., as are young people in A.A. committees at the state and regional levels, as long as the events they organize are run by A.A. members, for A.A. members, and there is no other affiliation. ICYPAA is listed in our confidential A.A. directories under 'Special International Contacts.'"

Reprinted from Box 4-5-9 (Vol. 54, No.1/February/March 2008, pg. 9) with permission of A.A. World Services, Inc.

"From time to time the General Service Office is asked if ICYPAA and young people's groups are "part of A.A." The answer is definitely yes. ICYPAA and its attendees are committed to reaching out to newcomers-no alcoholic is ever turned away, regardless of age-and to involvement in all facets of A.A. service. In most local A.A. meeting directories, young people's meetings are listed along with others, though in some areas asterisks may identify them as YPGs. Members of these groups often can be found serving at the national, state, area and group levels. ICYPAA conventions and conferences are vital A.A. activities and as such are listed in the Box 459 'Calendar of Events.'"

Reprinted from Box 4-5-9 (Vol. 51, No.2/April/May 2005, pg. 7) with permission of A.A. World Services, Inc.

YPAA consists of:

- YPAA MEETINGS: The meetings or panels that go on at the host or bid committees events and conventions. Also the meetings found in your local meeting list under the code YP for young people.

- YPAA Conferences: Most states host one each year. Also there are international and regional conferences. They can be found by googling ypaa calendar.

- Bid Committees: AA members from groups to prove they can host anyone of the various YPAA conferences.

Young People's Meetings

- Like normal meetings but geared towards the "young at heart" and can be found in your local directory under the code YP that stands for young people. Any age is welcome.

- Offers an outlet for young people who might think they can't relate at other meetings or think AA might not be for them.

- Groups offer service positions and have business meetings just like any other meeting, found in your local directory.

YPAA Conferences/Conventions

- Social gatherings where young people in AA gather to partake in and celebrate recovery.
- Usually held throughout weekends at hotels, camp sites, or any other space that can hold a large number of people.
- These are similar to other AA conventions (March Roundup, State Convention, etc.) but they have activities, speakers and panels geared towards younger people in AA.
- Activities oftentimes include dances, pool parties, karaoke, rap battles, dodgeball, various games, live music, etc.

MCYPAA = Michigan Convention of Young People in AA

- **Michigan's state wide convention started in 1978**
- **Held annually Thanksgiving weekend starting Friday and concluding Sunday morning.**
- **MCYPAA 41 will be at the CROWNE PLAZA DETROIT, Nov. 22-24, in a great location a block from Cobo and Hart Plaza.**
- **We encourage all AAs, Al-anons, A.C.o.As, and Al-ateens to participate in and support MCYPAA. Non alcoholics are also welcome to attend all open meetings to further public awareness and understanding of alcoholism.**

So how does MCYPAA work?

- Each year, different areas form bid committees to put together bid packages proving their ability to host the convention the following year.

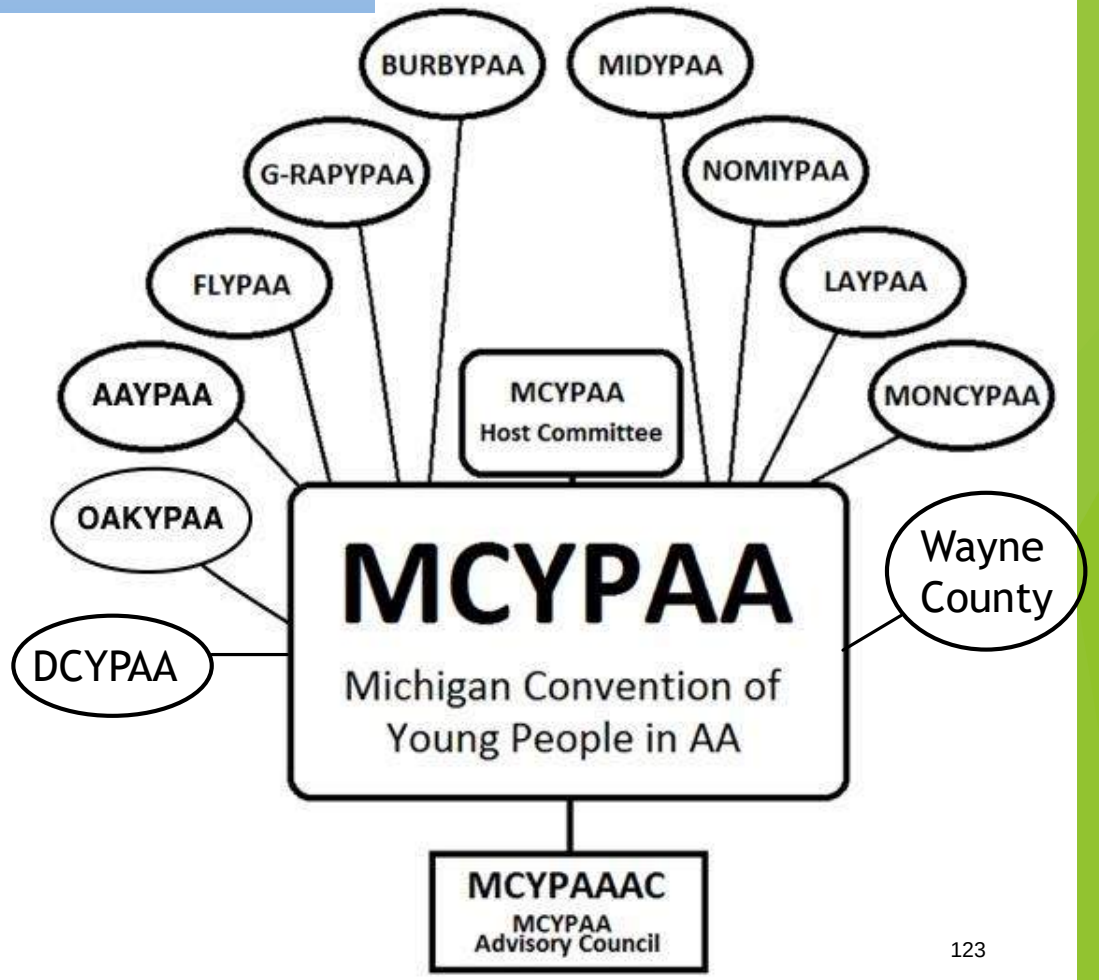
- MCYPAAAC is the Advisory Council, consisting of 16 members who rotate on from the previous year's host committees
  - (4 per year for four years service commitments)

- MCYPAAAC reviews the bid packages and selects "where it's going" each year.

MCYPAA Bid Committees

Usually the names are acronyms involving the area followed by YPAA… this list may grow bigger or smaller each year. you can find the current bid committees and there emails on mcypaa.org

- **BURBYPAA: Suburbs of Detroit**
- **FLYPAA: Flint**
- **G-RAPYPAA: Grand Rapids**
- **MIDYPAA: Mid-Michigan (Mt. Pleasant)**
- **LAYPAA: Lansing**
- **NOMIYPAA: Northern Michigan**
- **MONCYPAA: Monroe (In Area 55)**
- **AAYPAA: Ann Arbor/Ypsilanti**
- **OAKYPAA: Oakland County**
- **DCYPAA: Detroit**
- **Wayne County**



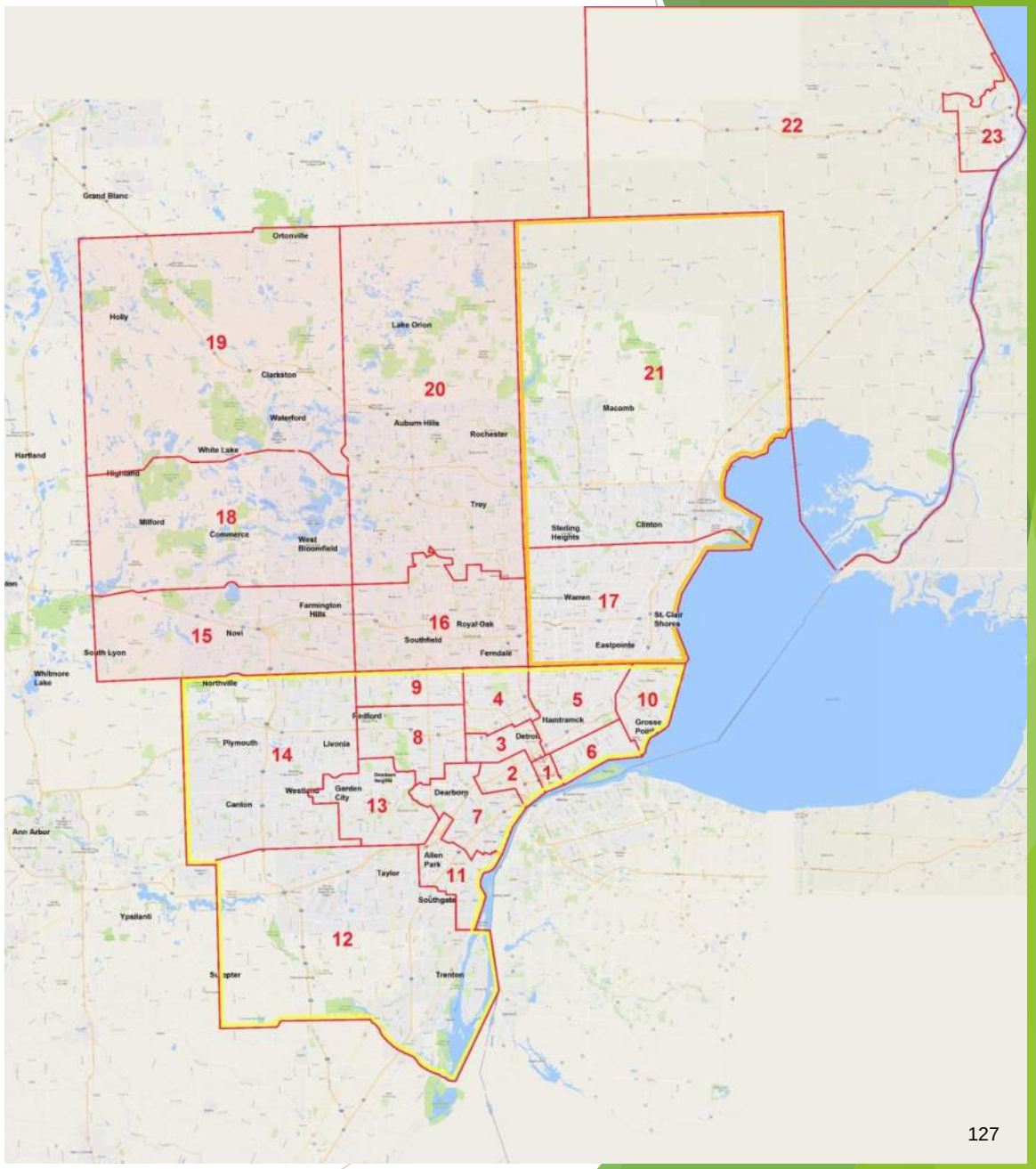
- BUT WAIT!!!!
- MCYPAA 41 will be the weekend **BEFORE** Thanksgiving in 2019, Nov. 22-24!

Crowne Plaza Detroit, November 22-24, 2019

WE NEED YOUR HELP!!

- Service positions like program, treasurer, secretary, hospitality, fun & unity.
- Announcements at local meetings and districts.
- Outreaching to out of state conventions.
- Planning events through the year to get hyped up.

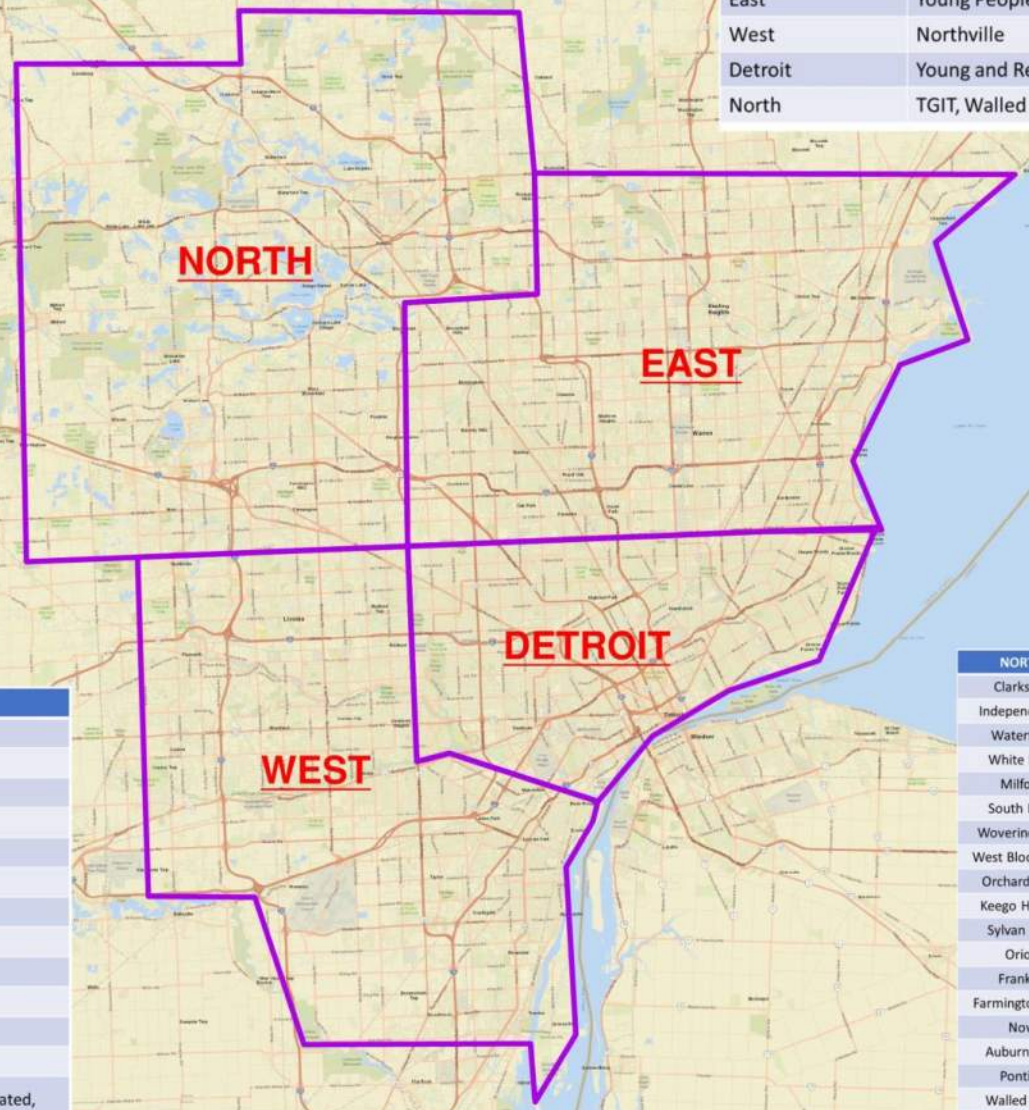
This is what you are used to seeing within Area 33. We are sticking close to this, but have adjusted some boundary locations as a better fit.



Proposed regions for the Local Subdistricts. The major boundary lines are Telegraph Rd. and 8 Mile Rd. Boundaries will be amended to best service local outreach.

Eight special events will be hosted through the year, two by each subdistrict. They will be rotated in a similar manner to the GBMs. One each month, Feb - Oct, skipping July because of the Advisory Campout.

Subdistricts will host their own GBMs and Fun & Unity events throughout the year as they see best fit to service their local region.



Potential Meetings for Info Sessions and Hosting GBMs	
East	Young People Can, Borrowed Time, Eastside Alano
West	Northville
Detroit	Young and Restless, Wayne State
North	TGIT, Walled Lake, Oakland U

Info sessions will occur in December and January before or after an AA meeting. The presentation will show what MCYPAA is, and explaining the proposed organizational structure.

15-20 minute open talk by a local member
15-20 minute presentation
10 minute Q&A

Proposed GBM Dates (Week of)	Host Location
January 6-12	East
February 3-9	West
March 3-9	Detroit (March Roundup?)
April 7-13	North
May 5-11	East
June 2-8	West
July 7-13	Detroit
August 4-10	North (Camp Unity?)
September 8-14	East
Sunday, October 6	West
Sunday, October 20	Detroit
Sunday, November 3	North
Sunday, November 10	City where the convention is located, and where we can find enough space to prepare for the convention.
Sunday, November 17	
Sunday, November 24	

NORTH	EAST	WEST	DETROIT
Clarkston	Rochester	Redford	Detroit
Independence	Bloomfield Hills	Livonia	Grosse Pointe(s)
Waterford	Beverly Hills	Garden City	Highland Park
White Lake	Birmingham	Canton	Hamtramck
Milford	Madison Heights	Plymouth	Dearborn
South Lyon	Troy	Northville	
Woverine Lake	Warren	Westland	
West Bloomfield	Royal Oak	Romulus	
Orchard Lake	Ferndale	Bronwstown	
Keego Harbor	Roseville	Taylor	
Sylvan Lake	St Clair Shores	Trenton	
Orion	Sterling Heights	Wyandotte	
Franklin	Fraser	Riverview	
Farmington Hills	Mt Clemens	Grosse Isle	
Novi	Clinton	Lincoln Park	
Auburn Hills	Eastepointe	Allen Park	
Pontiac	Hazel Park	Melvindale	
Walled Lake	Southfield	Southgate	
Wixom	Oak Park	Ecorse	
463 sq mi	337 sq mi	315 sq mi	171 sq mi

(c) Papa P Productions

CONVENTION COMMITTEE

Chair	**Co-Chair**	**Secretary**	**Treasurer**
Hotel	**Program**	**Registration/ Hospitality**	**Merchandise**
Social Media	**Graphics & Design**	**Outreach (Global)**	**Prayer**

Proposed service positions for the MCYPAA 41 Host Committee. Subdistricts can create/elect new positions as they see fit to best service their local community. People can hold positions on both the Convention Committee and the Local Subdistricts.

LOCAL SUBDISTRICTS

Detroit	East	North	West
Conv Comm Liaison	Conv Comm Liaison	Conv Comm Liaison	Conv Comm Liaison
Special Events	Special Events	Special Events	Special Events
Fun & Unity	Fun & Unity	Fun & Unity	Fun & Unity
Outreach (Local)	Outreach (Local)	Outreach (Local)	Outreach (Local)
Prayer	Prayer	Prayer	Prayer

NORTH	EAST	WEST	DETROIT
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White Lake	Birmingham	Canton	Hamtramck
Milford	Madison Heights	Plymouth	Dearborn
South Lyon	Troy	Northville	
Wolverine Lake	Warren	Westland	
West Bloomfield	Royal Oak	Romulus	
Orchard Lake	Ferndale	Brownstown	
Keego Harbor	Roseville	Taylor	
Sylvan Lake	St Clair Shores	Trenton	
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Sunday, November 24	

So how do you get involved?

- Email host@mcypaa.org
- Get added to our facebook page.
- Show up to an event.
- Come to a business meeting.
- Ask a committee member!

So what now?

Not personally interested?

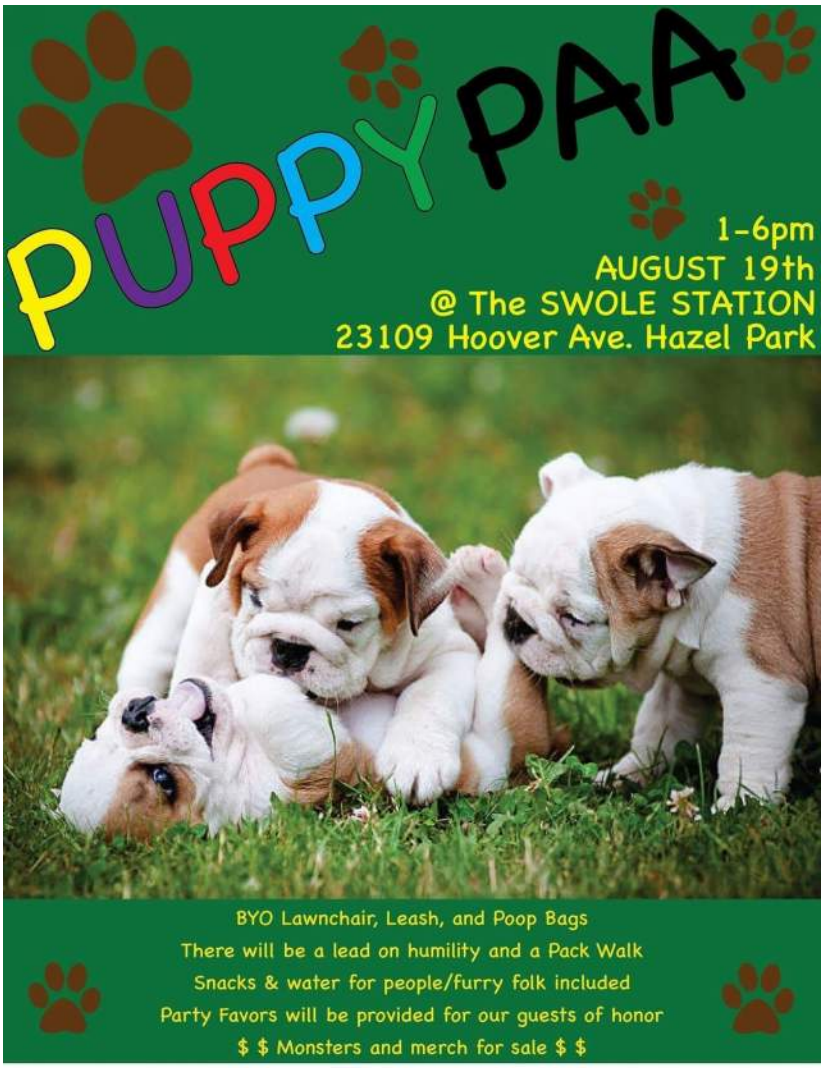
PLEASE SPREAD THE WORD!

- MCYPAA event flyers and pamphlets are distributed at every Area 33 Assembly.
- Tell your sponsees or anybody you think might be interested!
- Keep the flyers and pamphlets alongside your group's literature!

QUESTIONS?

www.mcypaa.org

host@mcypaa.org

BURBYPAA

Because we know you wanted to see these again…