

Minutes of the North American Festival of Wales committee meeting, Richmond Inn, Richmond, BC July 12, 2003

*Present: Alan Upshall (chair), Gerri Baker Parry, Don Murray, Neville Thomas, David Lintern, Gaynor Evans.*

***Review of Minutes of June 28, 2003 meeting:***

*Shuttle Buses:* *As far as we know, no contract has been signed yet. (Lynn is on vacation).*

*G.S.T.* *Helen has the forms and is taking care of this.*

*Budget:* *No new budget numbers from Ellen.*

*Cookbook:* *The printers are very pleased with the design of the cover; It will definitely be ready on time.*

*Sunday Service:* *Jane Byrne or Elizabeth Murray will be approached to do the English reading.*

*A letter has been sent to Ellis requesting that the WNGGA Board of Directors act as ushers.*

*Saturday Reception:* *The hotel has agreed to cater for the reception for 125 guests. Tishi Nichols, assistant to the British Consul has lists of stores in the area that sell Welsh/British goods. The hotel will try to bring in Welsh goods e.g. Caerphilly cheese.*

*Organ:* *Bill Brookes, Northwest Music is looking into the insurance.*

*Grand Concert:* *Jeff Owen to check with the Theatre whether there is a separate table from Ticketmaster for our ticket pick-up.*

**New Business:**

The Festival logo designed by Heath has been entered in a competition in Chirk, Wales and will be judged in the next week. As she is not able to be present herself, Brian Jones, Cymru Ar Byd, has agreed to take her place. Alan proposed that we acknowledge Peggy for her design work and logo at the Opening Ceremony, and if a prize has been won, she should be presented at that time.

**Financial:** Helen is on vacation.

**Registration:** Update: 364 to date.

**Levy and Salmon:**

Quote from Levy = \$2, 670 (includes tax)

This covers: 150ft. drapes for one wall = \$742

stage and 2 sets of stairs with handrails = \$950 (this includes installing and dismantling)

500 chairs at \$1 per chair (set-up and take down ourselves) add 0.25 cents per chair if done

by Levy.

Delivery = \$150

\*They also offer complimentary planning of the site and on site supervision.; potted plants (\$35 each), carpeting and audio/visual (extra).

Salmon Rentals are close in price although staging costs only \$540. Check with them whether staging includes steps. **ACTION DAVID.**

Discussion as to how we can cut down on costs for the Gymanfa site set-up.

## 2.

**ACTION DAVID:** Contact Levy again to get a quote on costs of 12ft x 16ft staging with one set of stairs, cost of drapes covering only the back of the stage and rental of 1,000 chairs.

**ACTION ALAN:** to contact Bill Brookes re. insurance for the sound system at the Winter Club.

The contract with the Richmond Winter Club is still to be signed.

David will ask Dave and Doug (Winter Club) for advice on set-up of chairs and aisle space to comply with Fire Department regulations.

**Decoration:** Larry has a GOBO that will project the Festival logo onto the drapes backing the stage.

Check with Larry what color his GOBO disc is and decide on drape colours accordingly.

The banners will be hung from the ceiling beams and flags can be used (with white backing) to cover existing advertising posters not covered by stage drapes.

### **Tours and Information Desk:**

Richmond Tourism is looking after local information.

Alan has made up maps of the hotel showing location of rooms used for the Festival events.

The hotel is yet to be asked whether a 'greeters table' can be placed in the foyer.

A message board, supplied by the hotel, will be set up showing daily events and their locations

### **Publicity Program and Local Support:**

\$2,500 in paid advertisements for the Festival program have been received to date.

Evans Paschal to be asked to e-mail Welsh Societies across North America to remind them of cut-off date for advertising in the program. **ACTION ALAN:** To work with Evans Paschal.

Richmond will help with local newspaper advertising.

Peggy will make up the design for the Sun newspaper advertisement and this will run for 6 weeks prior to the Festival weekend (\$2,800). **ACTION DON:** to work with Peggy.

CBC radio advertising will start at the end of July and press releases/packs will be mailed out to the media, newspapers etc. The Celtic Connection will be featuring articles on the Festival in their next two circulations (July/August).

The posters featuring the Grand Concert are now available and need to be circulated through libraries, community centres, senior centres etc. **ACTION COMMITTEE.**

The NAFOW is advertised in the Celtic Heritage Society newsletter 'the celt' in 'upcoming events'.

Neville suggested using the Vancouver Welsh Society mailing list of present and past members to send out current Festival information. **ACTION NEVILLE.**

**ACTION DON:** to contact Gerry Hilderbrand, VWMC to access their mailing list.

Will there be any media coverage at the Festival itself? Don is looking into this.

### **Complimentary Tickets:**

Don had compiled a list of names/organizations to receive complimentary tickets to Festival events.

	BBQ	Mabon	Dylan T.	Banquet	Seminars	Eisteddfod	
Concert.							
Grenville Thomas:	2	2	2	2	2	2	8
British Consul:	2	2	2	2	2	2	2
Deputy Consul:	-	2	2	2	2	2	2
Mayor:		2	2	2	-	-	2
Various radio stations (prizes)							52
T.V. stations (CBC, City, Global, Shaw Cable, PBS, Knowledge)							20
Newspapers: (Celtic Connection, Vancouver Sun)							6
ADD: Bill Palmer							2
David Morris						1	1
Wales Tourist Board		2					
Welsh Development Agency		1					

### 3.

**ACTION ALAN:** to send acknowledgments to Grenville Thomas, the British Consul, Deputy Consul and the Mayor.

#### Market Place:

Gerri has received a few more inquiries from vendors wishing to rent tables. They have been asked to mail in cheques and fill out the necessary forms.

Gerri advised that the cost of buying aprons displaying our logo, to be worn by volunteers = \$5US + tax.

Another suggestion; we wear a Festival lanyard with a volunteer button.

The cost of 250 short sleeved T-shirts to be sold at the Market Place = \$3.95US each

**ACTION GERRI:** to investigate cost of baseball caps with logo and T-shirt colours.

We will need a permit and use a broker to bring goods across the border.

In order to bring equipment and goods over the border that are not for resale at the Festival, we will need to make a list of everything with its value to be presented and stamped at US customs and then declared at Canada customs. The same would apply on the return journey.

#### Mabon Support:

The Folk group has expressed an interest in performing a few other concerts whilst in the area. So far, Alan has been unable to find another venue for them. They are also working on this themselves.

**Clive Rowlands:** He would want paid travel and accommodation for himself and his wife in order to be present at the Festival. Decline. **ACTION ALAN.**

#### Seminars:

Alan and Neville met with Mike, Richmond Inn, and the hotel can serve us with our technical needs for the Seminars. Huw Upshall has agreed to act as technical manager to make sure all hookups etc. are working. We will supply laptops ourselves.

**Volunteer list: Brian's Plan.** (Thursday only)

- 3.3.1. Add: setup tables, chairs connections. May be able to set up on Wednesday.
- 3.3.2. Delete: Helen, Ellen + two others.
- 3.3.3. Delete: hymnal sales.  
Add: volunteers: Helen, Ellen + two others.
- 3.3.4. Location: may be moved.
- 3.3.5. Time: change to 8:30am
- 3.3.6. Time: will be available all day to move banners/signs around.
- 3.3.7. Time: change to 7:30am
- 3.3.8. Evans Paschal (audio/visual) Gwyn Evans (check set up)
- 3.3.9. Mabon will be doing sound check.
- 3.3.11. Festival Information (Opening)  
cont.....  
4.
- 3.3.12. Time: 12:30pm for volunteers.
- 3.3.15. flags in recognition of other Celtic groups (will bring their own)  
cont....
- 3.3.17. Time: Volunteers should be available from 6:30pm
- 3.3.18. Facilities needed: A long cable, depending on room setup.
- 3.3.19. Time: 6:30pm have bars open outside the room.
- 3.3.20. 9:00pm check setup. Have cabaret style seating at front and loose seating at back.  
No host bar.
- 3.3.22. Will use hotel piano.

**Eisteddfod:** Phil is on vacation. Whitney Women's Chorale has withdrawn from the competition and the VWMC has declined the invitation to compete.

**Any Other Business:**

The volunteer room is lockable and the key will be kept at the Festival Information table.  
There are 6 walkie-talkies available.

We need to make up a list of names of certain people who have done substantial work for the Festival so as they can be acknowledged in the Festival program.

Question: How do we find volunteers for a specific area if we find we need extra help?  
Suggest making a list of volunteers available at any given time and call on them as necessary.  
This will be discussed at the next meeting.

Question: Will we have anyone meeting groups, individuals at the airport to direct them to shuttle buses? Don has a contact at Vancouver airport who can advise us whether they can help us with this service or whether we will have to address this ourselves.

Tour tickets can be sold at the Festival Information table if seats are available.

**Reel Wales:** **ACTION GERRI:** to find out whether movies can be shown through the hotel cable.

**Hotel Parking:** There will be 25 complimentary tickets available for the weekend. Registered guests staying at the hotel will pay only \$2 a day parking.

**Volunteer meeting:** August 16, 2003

Configurations of rooms etc. must be given to the hotel by August 16.

**Next committee meeting: August 2, 2003**