

The North American Festival of Wales committee meeting, Richmond Inn, Richmond, B.C. June 1, 2003

Present: Alan Upshall (Chair), Lynn Owens Whalen (Vice-chair), Phil Humphries, David Lintern, Don Murray, Neville Thomas, Gaynor Evans

Guests: Kathy Ritchie and Larry Mitchell (decorations coordinators).

Review of the minutes of May 3rd meeting.

Raffle: Ginny, White Rock Travel has agreed to sell the free Alaska cruise tickets for us and split the money 50/50.

Grand Concert: Jeff Owen has returned from his trip to Wales and he will now be given the Orpheum contract. **ACTION LYNN.**

Shuttle Buses: Contract still to be signed with Gray Line. **ACTION LYNN.**

We will no longer need to rent shuttle buses from the Richmond School Board due to a likely change of venue for the Gymanfa.

Insurance. The WNGGA are responsible for this and they will be seeking legal advise on the matter.

GST: Helen has the necessary forms. David will deliver them when he and Alan meet in the coming week.

Eisteddfod: Phil has broken down the prize money for Ellen and is in the process of purchasing the trophy for the semi-professional solo winner. He will check out a local store when he next visits Richmond.

Ellis's comments: The next issue of 'Hwyl' will include articles on the Dunvant Male Choir etc.

Ellis has confirmed that the church offering comes to the Festival coffers.

HQ has a labeling machine which we can use if needed.

We will need 4 - 6 volunteers to man the banquet table reservation desk. HQ is not responsible for local information. Ellis had asked for a list of emergency telephone numbers, but as we are making these available to guests ourselves, he will not need them.

The AWO meeting is not on Brian's Plan at the moment but needs to be included.

Registration: 200 to date.

New Business:

Financial Report: (Helen)

Bank Balance = \$18,987 US - \$1,049 CDN.

Brochures have been paid for - \$787.00

Sponsorship money from Grenville Thomas will likely be received in the coming week.

The deposit of \$500 is to be paid to Gray Lines. **ACTION HELEN**

Tours: (Update on numbers)

Victoria Day Trip (WT01) = 31

Sky Scrapers and Tall Trees (TT02) = 11

Parks and Gardens (FT03) = 20

“ “ “ (FT04) = 7

Muticultural Vancouver (ST05) = 17

Whistler Village Day Trip (MT06) = 8 (corrected from previous minutes)

Helen has sent out acknowledgments to all tour registrants.

Dunvant Male Choir will apply for GST redemption.

Ellen's New Projections:

There is very little change to the summary sheet.

The Gymanfa expenses will be down as we will no longer need to rent shuttle buses.

ACTION DAVID: Advise Ellen of new location and expenses.

ACTION ALAN: E-mail Ellen's budget sheet to the committee members.

Mabon: The Folk concert will not be publicized locally as the hotel ballroom has limited seating and registered guests should have priority. If numbers are down and seats are available, the concert can be advertised. The end of June would be a good time to decide whether we need to advertise or not.

Sunday Services:

The order of service is needed for the program and we need to know Bronn and Katherine program for the special music.

ACTION DAVID.

David has sent the hymn list to Rhiannon Acree.

ACTION DAVID: Contact John Pritchard/John D. Williams to give the Welsh reading at the service and Bob Matthews for the English readings. Rev. Ben Rees can choose the passages to be read and also the 'in memoriam' hymn.

ACTION ALAN: To find out how many roses will be needed for the Rose Ceremony.

Lynn can purchase the roses from a local retailer.

Gymanfa Ganu:

A new location, the Winter Club had been looked at as a possible venue for the Gymanfa Ganu. It is in close proximity to the Richmond Inn and most guests would be able to walk to it easily. The facility can seat 1,600 people and it has ceiling beams to accommodate our banners and flags. Cost of renting; \$1000 per day.

We would need to rent chairs from Salmon Rentals (\$1.00 per chair) and we would have to set up and take them down ourselves.

Also a stage would be rented and the Winter Club would set it up for us. Approx. cost of rentals, delivery and pick-up is \$5 - \$6000. Several volunteers would be needed to help either on Saturday or Sunday for set up and on Monday for dismantling. **ACTION DAVID** to find out whether the club has people who would do this for a fee.

It was decided that, if possible the Winter Club should be used for the Gymanfa and their manager, David will be approached with an offer to rent the facility for Saturday (set up), Sunday, and Monday (take down) for \$2000. **ACTION DAVID.**

It was decided to rent a bus to ferry disabled/infirm guests to and from the Gymanfa location. The bus would make 3 runs; at 1.00pm, 1.15pm and 1.30pm. Guests could advise at the registration desk whether they need this service. If necessary, we can approach the hotel for the use of a shuttle bus and find out the cost of hiring one of their drivers.

ACTION LYNN to contact Gray Line for the use of one of their buses.

We will not cancel the school contract until the Winter Club is signed up.

Eisteddfod Entries:

Semi-professional solo = 5 (4 have sent recordings and music) **ACTION PHIL:** To get bios.

Amateur solo = 3 (we need to get more entries)

Adult choir = 1 (Alan will try to get local choirs involved)

Story Telling = 1 (Neville has contacts that might be interested)

There has been no interest shown in the Youth Choir category, therefore it will not take place. Ellis should be advised of this. **ACTION PHIL**

We do not yet have a signed contract with the Gateway Theater. **ACTION PHIL** to check that Gateway is still available to us and to have the contract signed.

Cook Book:

Lynn advised that 274 recipes have been received which is over our target of 250. It was decided that we would print 500 books at a cost to us of ?\$3.25. We will sell at the Market Place for \$10.00. **ACTION LYNN** to get update costs of printing and pass along to Ellen for the budget sheet.

Signs:

Kathy and Larry are in charge of decorations, signs and banners. Neville suggested having hotel event signs in different colors, so that guests can distinguish events more easily. Arrangements will be made for Kathy and Larry to view the Curling Club, possibly the same time as David.

Entertainment:

Opening Day: The Mayor of Richmond has agreed to speak at the afternoon Opening Ceremonies at City Hall.

Jonathan Quick, VWMC has advised re. technical requirements needed for Opening Ceremony. Someone from City Hall will likely help with this.

The British Consul will be asked to speak at the evening welcoming ceremony as will Jonathan Jones of the Wales Tourist Board. Perhaps also a representative of the Welsh Assembly.

There has been no recent contact with Mabon about their evening concert.

Geoffrey Madoc-Jones joined the meeting in order to look at Matches as the venue for the Dylan Thomas event.

He felt that Matches Lounge was not an ideal location and preferred Minoru D room. It was suggested that the Dylan Thomas group change venue to the Hilton Ballroom and Harolyn will be asked to reserve the room. **ACTION LYNN.**

Poems and Pints: This Thursday evening event could use Minoru A, B, and C.

Banquet: Brian is overseeing this event with Bronn Journey.

Grand Concert: Alan will be in touch with Jeff Owen, Concert coordinator.

Seminars:

Equipment needed:

1. Gaynor Samuels: Flip chart, pens, overhead projector and possible a TV an VCR. Sylvia Preto-Jones, President of the Victoria Welsh Society will be asked to introduce Gaynor. **ACTION NEVILLE.**

ACTION DAVID: To send Neville Sylvia's address.

2. Terry Breverton: Overhead for overlay and screens.

3. Ronald Rees: He will be using Power Point 2000 and will bring the CD for it. How many computers do we need?

4. Grenville Thomas: He will bring his own equipment. His daughter, Eira, unfortunately is unable to attend due to a prior commitment.

5. John Baker: he is bringing his own equipment but we will need to provide a big screen.

6. Eirionedd Baskerville: Neville has informed her that a Power Point will be available for her.

7. Rufus Adams: He may need flip charts. Neville will confirm.

8. Geoff Madoc-Jones: He will possibly need a microphone.

9. Folk Dancing: Mabon will oversee with the Vancouver Welsh Folk Dancers in attendance.

Neville is still waiting for information from Heledd Williams and Rhiannon Acree. He will find people to introduce the seminar speakers and will find volunteers to help with the seminars.

Alan has a contact to look after the technical side of the seminars. **ACTION ALAN :** To contact Mike Challenger.

Registration packages have been sent to Ben Rees, Haydn James and seminar speakers.

Don suggested we have a Welsh speaking room for those that like to meet and speak with other Welsh speaking guests. Mareth Hunter has volunteered to act as hostess if we decide to do this. A separate room should be used and this will be looked into.

Alan and Lynn met with Harolyn, Richmond Inn, with regard to set of space according to Brian's Plan.

There is still lots of space available. Hotel room nights booked = 1,036. They are now booking The Hilton.

Publicity:

Don advised that brochures advertising the Festival weekend will be at the Puget Sound Highland Games and the July edition of the Celtic Connection will feature the Grand Concert. Media coverage will kick in two weeks before the event and media/telephone interviews usually take place the week before. advertisements will go into

N.A. newspapers in June and July and the Festival will be listed in the 'calendar of events' Notices highlighting the Grand Concert and Gymanfa Ganu will be circulated to local churches. Don will look into cost etc. of advertising in the 'Sun' newspaper in July for insertion in August.

Don needs the address of the Bellingham Herald magazine. **ACTION PHIL**

Peggy Heath is working on the advertising design and making up posters before she leaves on vacation at the end of July. The posters can also be used as handouts.

Don will contact Evans Paschall to put together a package for distribution to local retailers, soliciting their advertisements for the program. The NAFOW web site is working well!

Neville has old mailing list from the Vancouver Welsh Society and the Dylan Thomas Circle and he will endeavor to contact these people and send them the Festival brochures. He will also try to get teasers out to the Coquitlam Highland Games.

Grand Concert ticket distribution: 900 tickets have been sent to HQ, and the VWMC have 100 to sell. The choir has requested that a table be set up at the Orpheum Theater for pick-up of tickets ordered over the telephone. **ACTION DON:** To check with the theater if this is possible.

Welcoming Letters for Program: We have received a letter from Malcolm Brodie, Mayor of Richmond: the British Consul and the Welsh Assembly will be contacted to submit letters, as will Alan and Lynn.

ACTION ALAN

Question as to who will receive complimentary tickets and to which events? A list will be made of all dignitaries, sponsors, etc. who might warrant free admission to some events. **ACTION DON**

Saturday Reception:

This event will be sponsored by Welsh North American Chamber of Commerce, the Welsh Development Agency and the NAFOW. The committee agreed to a \$500.00 contribution.

Market Place:

Geri forwarded a hand out showing lay out of tables in Westminster rooms.

Westminster 1. will accommodate the Registration tables, Banquet table reservation tickets, hymnals and T-shirts sales.

Westminster 2 & 3 will accommodate vendors, complimentary tables and shared CD/merchandise sales table. Dunvant Choir, VWMC, Jason Howard and Bronn and Katherine Journey have been approached to sell their music.

Dylan Thomas Circle will also need a table and they need to be included in the plan.

The Plan at the moment can accommodate all tables in the rooms use of the corridors will try to be avoided.

The sale of NAFOW T-shirts is still a viable option and will be looked into.

Volunteers will be needed for all events and Wyn Morgan is organizing a master sheet, listing all volunteers and the areas they will work in. Margaret Lintern was suggested as a possible Volunteer Manager.

ACTION ALAN.

ACTION ALAN: Contact John Bethel and John Laxton with regard to sponsorship.

Next meeting dates:

Saturday, June 28, 2003

Saturday, July 12, 2003

Saturday, August 2, 2003

Saturday, August 16, 2003 at Matches Lounge.

