

Minutes of the North American Festival of Wales committee meeting,
Richmond Inn, Richmond, B.C. June 28, 2003

Present: Alan Upshall (chair), Lynn Owens Whalen (vice-chair), Phil Humphries, Gerri Baker Parry, Don Murray, David Lintern, Helen Steinle, Neville Thomas, Gaynor Evans.

Review of minutes of June 1, 2003 meeting:

Grand Concert: Jeff Owen now has the contract for the Orpheum Theater.

Shuttle Buses: We have an agreement with Gray Line and a deposit has been given, but a contract has yet to be signed.

GST: The necessary forms have been filled out and Helen will mail to the appropriate department.

Ellen's Budget Sheet: Ellen has been advised of the new location for the Gymanfa Ganu and Alan has circulated the updated budget projections to the committee.

Youth Choir: Ellis has been informed that this category has been canceled from the Eisteddfod.

Gateway Theater: The contract has been signed.

Cookbook: The recipes have been sent to the printer.

Entertainment: The Hilton Ballroom has been reserved for the Thursday evening Dylan Thomas group.

Seminars: Neville now has Sylvia Preto's address.

Alan has been in touch with Mike Challenger re. looking after technical side of seminars, but unfortunately he is unable to attend the Festival weekend. Huw Upshall will be approached to oversee this job.

Don has been given the address of the Bellingham Herald magazine.

Sunday Service: Bob Matthews will not be attending the Festival and David Williams is unable to commit to the weekend due to a family celebration.

Grand Concert: Jeff Owen will be asked to contact the Orpheum Theater requesting a table be available for pick-up of tickets ordered over the phone. **ACTION ALAN.**

New Business:

Saturday Reception: Approximately 100 guests will be invited to this reception sponsored by the Welsh North American Chamber of Commerce, the Welsh Development Agency and the NAFOW. The Welsh Development Agency has agreed to a sponsorship of 5,000 pounds which will cover Mabon's expenses and includes sponsorship for the Saturday Reception. They will receive free Market Place space and free advertising in the program.

Sponsors: Alan has been unable to contact John Bethel re. sponsorship. John Laxton has agreed to purchase 20 tickets for the Grand Concert and the information has been sent to Don.cont.....

ACTION DON: to send tickets and invoice.

A letter is to be sent to Grenville Thomas thanking him for his sponsorship of \$20,000. **ACTION ALAN.**

Financial Report: Helen.

Bank balance = \$16,487.76 US; \$2,409.47 CND.

Peggy Heath has been paid for her work; Gateway Theater has been paid; all bills are up to date.

Tours: Victoria Day Trip (WT01)	=	74
Sky Scrapers and Tall Trees (TT02)	=	12
Parks and Gardens (FT03)	=	30
' " " (FT04)	=	9
Multicultural Vancouver (ST05)	=	24
Whistler Village Day Trip (MT06)	=	12

Ellen's Budget: Figures have been updated. We need to make \$46,000 more to break even.

Registration: We have 304 registrants to date.

Poems and Pints: This is a no charge event. The possibility of holding a raffle or a 50/50 draw was discussed and will be considered later.

Gymanfa:

David met with Dave, manager at the Richmond Winter Club and it was agreed that we can have the use of the club for Friday, Saturday and Sunday for a fee of \$1,500.00. They will put up ropes for hanging flags and banners and the bar can be opened if necessary and manned free of charge. If we rent chairs from Salmon Rentals we will need volunteers to put up chairs on Friday and take them down on Tuesday (Monday being a holiday) or look into the cost of hiring the club's staff to do the job. The hall already has advertising posters on the walls, and discussion took place as to how we could best hide these (e.g. cover with white felt and hang banners or flags) or look into the cost of renting pipe and drapes.

An organ will be rented (\$600) from Noteworthy Music and a technician will be on hand all day for our convenience. Insurance coverage will be needed for the organ and sound system and this will be looked into.

ACTION ALAN.

It was agreed that David should obtain a quote from Levy Rentals on a package deal to rent 1,000 chairs, set up a 12' X 24' stage and pipe and drapes to cover a 12' X 24' area behind the stage. **ACTION DAVID.**

The contract should be signed with the Winter Club. **ACTION DAVID.**
It was suggested that a map, giving directions from the hotel to the Winter Club should be included in the program.

We can now cancel the contract with the Richmond School Board.
ACTION LYNN.

Sunday Service:

The Rev. Ben Rees has been asked to forward the order of service so that Evans Paschal can include it in the program. 6 dozen roses will be purchased for the memorial Rose Ceremony.

A letter is to be sent to Ellis requesting that he ask the WNGGA Board of Directors to act as ushers etc. at the church service and at both sessions of the Gymanfa. **ACTION ALAN.**

Market Place:

Westminster rooms 1, 2 and 3 will be in use with Westminster 1 being used for pre-registration packet pick-up, banquet table reservation tickets, new registrants work table and a table for the sale of hymnals/T-shirts. It was suggested that we have a message board available each day with a list of events and their locations. **ACTION GERRI.**

There are phone lines in the Westminster rooms and Internet will be available as will a private phone line for vendors use.

It was also suggested that we have volunteers to greet guests on arrival at the hotel, to answer questions and give directions to the different locations. The hotel will be asked if a table can be placed in the foyer for this purpose. **ACTION GERRI.**

Richmond Tourism will provide local information and our 'hospitality table' will be open until 9.00pm.

Gerri is looking into having T-shirts, with the Festival logo, for sale at the Market Place.

The Chamber of Commerce will search out more vendors and will investigate whether 'Chapters Books' is interested in renting a table to work with the Welsh Books Council.

Question from Gerri as to whether we need a ‘proof of ownership’ certificate to bring equipment etc. over the border. **ACTION GERRI** to check with Customs.

SOCAN:

A letter was received from SOCAN advising that we will need to pay a copyright fee for music/songs performed at the Festival Weekend.

ACTION ALAN to contact SOCAN for more information.

ACTION ALAN to contact Bronn Journey and Jason Howard to find out whether they are members of SOCAN and ask Jeff Owen to get Dunvant’s program.

ACTION PHIL to get a list of music from the Eisteddfod competitors.

Eisteddfod:

Semi-professional solo - 7 entrants

Amateur solo - 4 “ (possibly 2 more)

Story-telling - 1 (more possibilities)

Adult Choir - 2 (looking for more possibilities)

Bev Ratajak will be asked to act as accompanist for the soloists and she will be offered free accommodation at the hotel.

Phil needs a lay-out of the Festival logo to put onto the semi-professional trophy.

Question as to whether we should have a photographer to record the weekend?

Publicity: Don

The Festival will be advertised in the Celtic Connection again in July and August with Eifion Williams writing an article on the Festival to compliment the ads. Information on Mabon has also been sent with the offer of two free tickets to their concert. The Celtic Connection will have their newspapers for sale at the Market Place and Don is soliciting an advertisement for the program.

Don is also looking to place an advertisement in the ‘Sun’ newspaper (\$2,600 + tax) and needs to know how much is left in his budget.

The Vancouver magazine will also feature an article in its next edition and John Watkin Thompson, will be approached to place an advertisement in the UBC newspaper.

Posters will be available in the next few days; these can also be used as handouts.

There now will be outside sales for the Dylan Thomas event and ads for this event will be placed in the local newspapers etc.

There will be limited tickets available at the door for the Mabon concert on Thursday evening. The group would like to perform a few more concerts while in the Vancouver area. Some suggestions being The Rogue Club, the Foggy Dew Pub or possibly a Vancouver Island concert.

The deadline for the sale of advertisements for the program is July 31 and every effort should be made to solicit as many advertisements as possible. **ACTION COMMITTEE**

Complimentary Tickets:

Don is compiling a list of people who will receive complimentary tickets to the Festival events and this will be circulated to the committee when completed. **ACTION DON.**

Don suggested and it was agreed that the committee also have a block of tickets to sell for the Grand Concert.

Seminars:

Alan and Neville will meet at the hotel to determine what equipment will be needed for the seminars. They will check whether the hotel has 2 video projectors to rent to us.

The dance floor in Minoru A is portable and so the Folk Dance workshop can be moved accordingly.

Richmond City Hall has connections with **St. John's Ambulance** and will ask that they be on hand during the Festival weekend.

Poems and Pints: Song sheets will be needed; David and Neville will work on this.

The bookings for the **Alaska Cruise** are going well, as are bookings for the **Rocky Mountaineer Rail Tour**. Ginny, White Rock Travel is to be contacted re. placing an ad. in the program and for an update on the free tickets available to us. **ACTION ALAN.**

A table will be made available in the Garden Room for those wishing to meet and speak Welsh.

Next meeting: Saturday July 12, 2003