

The North American Festival of Wales committee meeting, Richmond Inn, Richmond, B.C. May 3, 2003

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

Review of the minutes of the April 12, meeting.

Alan has DISCUSSED THE ISSUE OF FINANCIAL CONTROL with Ellis Jones, Executive Director of the WNGGA AND HUW WILLIAMS, TREASURER OF WNGGA and it HAS BEEN agreed that we will continue to have control of the Festival funds.

Tours: Helen has been given the Gray Line Bus contract.

Eisteddfod: The David G. Morris Trophy for the winner of the semi-professional solo has to be purchased.
ACTION PHIL.

Raffle: The idea of raffling the two free tickets for the Alaska Cruise to the volunteers is not feasible. Ginny, White Rock Travel advised Alan that the cruise would have to be taken on the same tour as the Festival guests and the winners would have to pay their return air fare and applicable taxes. It was suggested that we ask Ginny to sell the tickets and split the money 50/50. **ACTION ALAN.**

Grand Concert: The contract has been signed with the Orpheum Theater. They need to know who is selling the concert tickets, ticket price (\$40), and contact phone number. Also Jeff Owen, the concert coordinator, is to be given the Orpheum contract **ACTION LYNN.**

Shuttle Buses: We do not yet have a signed contract with Gray Line for shuttle buses. Lynn has not approached the School Board for a quote on shuttle buses as she is still awaiting decision on which High School we will use for the Gymanfa Ganu. **ACYTION LYNN**

Insurance: A letter has been written to the Executive Board of the WNGGA advising them that we are a sub committee and therefore they are responsible for personal liability insurance.

Wednesday Tour: Helen will advise guests taking this tour that the receipt issued on payment will be their ticket and no other ticket will be issued. A list of the guests will be given to the volunteer in charge of loading and unloading the buses.

NEW ITEMS

Treasurer's Report: (Helen) Bank Balance = \$1,266.18 CND. \$11,846.76 US.
Exchange rate as of Aril 30 = \$1.4109

The \$3,000 loan has been repaid to WNGGA and the deposit has been paid to the Orpheum.

Alan advised that there is a possibility of a 5,000 pound sponsorship from Welsh Development Agency.
ACTION ALAN TO CONTINUE TO NEGOTIATE

Registration Update: HQ has received 99 forms with 11 of these being a donation only. We are on track with numbers from previous years registration. 936 room nights have been reserved at the Hotel; our guarantee is 1200. 1250 THERE IS A CHANGE IN NUMBER HERE GaYNOR

Tour numbers:

Victoria Day Trip	(WT01)	=	19
* Sky Scrapers and Tall Trees	(TT02)	=	6
Vancouver Parks and Gardens	(FT03)	=	15
“ “ “ “	(FT04)	=	5
Multicultural Vancouver	(ST05)	=	14
Whistler Village Day Trip	(MT06)	=	20

Helen has set up a tours data base and receipt template with the help of volunteer Rita Miller.

* *Not wheelchair accessible.*

Other tour buses have storage space underneath for wheelchairs etc.

Check with bus company whether we need to supply a volunteer to assist special needs/disabled guests to get on and off buses. **ACTION LYNN.**

Gray Line will need tour numbers and final payment on July 27,2003. A deposit of \$500 needs to be paid right away. **ACTION HELEN.**

Ellis to be asked to highlight the Festival in the WNGGA newsletter. **ACTION LYNN.**

GST: Helen has been advised that we need to pay and collect GST (exceptions: registration and sponsorships.)

ACTION HELEN: to apply for the GST form and obtain a GST number.

Because WNGGA is a US body, forms have to be signed by representatives of the executive, namely Alan and Lynn,

and a \$2,500 bond has to be paid to Canada Customs. **ACTION ALAN AND LYNN.**

WNGGA should consider having an office and a non profit status in Canada.

Budget: Review of Ellen's spreadsheet for all of the Festival events. Pessimistic total expenses = \$208,000.00.

Poems'N Pints/Dylan Thomas. These events should have separate spread sheets.

IN THE ITEMS BELOW THE NEW BUDGET NUMBERS ARE IN BOLD, THE OLD AND NOT

Staging expenses = **(\$00.00)** \$500.00

Honorarium Dylan Thomas = **(\$400.00)** \$500.00

ACTION ALAN: Check on Orpheus choir proposal re. amount of honorarium.

Grand Banquet & Entertainment: Expenditure changes.

Comp. Meals **(\$39.00)** \$45

Decorations = **(\$500.00)** \$200

Speaker = **(\$ 00.00)** \$100

Bronn and Kath Journey \$500.00 & free rooms (sponsored) and a half page ad. in program.

(Add) Piano Rental \$300.00

(Add) Paul (soloist) honorarium? of \$100 - \$150.

Banquet seating will be more than 600.

Brian Parry has agreed to oversee the entertainment segment to make sure everything is in place.

Grand Concert: Expenses update.

Add Jason Howard air fare \$1,500.00

Jason Howard expenses \$10,000 includes hotel rooms.

Venue Rental **(\$9,700.00)** \$10,000.00

Security **(\$ 00.00)** \$500.00

Post Reception **(00.00)** \$1,000.00

Programs **(\$500.00)** \$1,000.00

Decorations **(\$400.00)** \$700.00

Commission - VWMC **(\$2.00)** \$4.00 To be given (100) tickets to sell.

Action Don: To give Ellen changes in ticket pricing.

Mabon Folk Concert: Ballroom/Theater Style. Expenses Update.

Mabon \$7,000.00 includes rooms.

Staging **(\$ 00.00)** \$2,000.00

Program **(00.00)** \$500.00

Security **(00.00)** \$250.00

Miscellaneous \$500.00 includes First Aid.

If, by August numbers for the concert are down, we will advertise locally.

Eisteddfod: Gateway Theater

Venue Rental **(\$3,535.00)** for one and a half days. \$00.00

Piano Tuning **(\$120.00)** \$200.00

Music Copies (**\$100.00**) \$50.00

*Prizes and Trophies \$4,675.00 (includes air fare and accommodation in Wales.)

* \$4,000.00 sponsored

ACTION PHIL: To break down of prize money for Ellen and get cost of Trophy.

Phil has been unable to get rules from the National Eisteddfod.

ACTION ALAN: Give Phil e-mail address to contact.

Seminars: Expenses update.

Add: Pianist for Ysgol Gan \$100.00

? keyboard/piano

? audio/visual

ACTION NEVILLE: to find out from seminar speakers EXACTLY what equipment is required.

9DVD'S OR OVERHEAD OR LCD COMPUTER PROJECTORS ETC0

Church Service:

Revenue: Collection (?\$1,000.00) \$500.00

Expenses: **Add Roses \$250.00**

Pianist (**\$ 00.00**) \$100.00

Add Miscellaneous \$150.00

ACTION ALAN: Clarify who gets offerings from Church Service.

Gymanfa Ganu:

Revenue: Tickets per session: (**100**) 300 (**175**) 350 (**250**) 400

Sponsor – A. Reese \$1,000.00 U.S.

Expenses: Decorations (**\$ 00.00**) \$500.00

Shuttle commercial (**\$14,000.00**) \$8,000.00

Roses (**00.00**) \$250.00

Music (**00.00**) \$1

ACTION: Piano will need to be moved from hotel to Gymanfa location.

Tours:

Expenses: Parks and Gardens - **40 guests per coach (\$42.80)** \$52.00

Multicultural - **40 guests per coach (\$51.90)** \$63.00

Whistler - **40 guests per coach (\$51.36)** \$63.00

ACTION ALAN: To give updated numbers of guests to Ellen.

Cook books: Ellen to be given cook book expenses for the spreadsheet. **ACTION LYNN**

Hotel Room (nights) Required:

Revise:

Mabon - paid by NAFOW - 16

Eirionedd Baskerville - National Library = 4

Ronald Rees - NAFOW = 3

Geoffrey Madoc-Jones - NAFOW = 2

ACTION NEVILLE: Clarify whether Terry Breverton's grant from the University of Wales, Cardiff covers his air fare and hotel rooms.

Alan and Lynn will meet with Mike (Richmond Inn) to allocate suites and hotel rooms.

ACTION ALAN: Ask Ellen to make changes and give to Helen as soon as possible.

Tickets: Don.

The Orpheum Theater has a seating capacity for approx. 2,800.

Don has received 1,200 tickets, 900 of which will go to Ellis at HQ for registrants, 100 will be given to the VWMC to sell and 200 will be kept for general group sales.

We need to find out Ticket master purchase arrangements. **ACTION DON.**

Brian's Plan: Revisions.

3.1.1 Time change - 7:00pm - 8:00pm

Estimated Attendance = 100

Number of volunteers = 2

Ask hotel to set up a table in the foyer. Also need an information sheet re. tour departure area.

3.1.2 Tickets to be put in envelopes showing tour name and placed in the guest's registration package.

3.2.1 Estimated attendance = 100?

May need 2 assistants to help disabled guests and can act as ticket takers also.

3.2.2 Maps of hotel and locality should be available at registration table.

Ellis and team will bring all necessary listings, packaging and signs.

They will man the table themselves.

Richmond Tourism will have a booth and will provide the 'goody bags'.

They will be asked to set up on Wednesday.

3.3.1 Market Place. Add maps to Facilities Needed. Check with Gerri if anything else needed.

3.3.2 Registration: Could start at 7.30am. Ellis and volunteers will work in shifts at the Hospitality Table.

3.3.3 We might need to find a different location. 4 volunteers will be needed to exchange banquet tickets and explain rules.

.33 Change location of tour end to Richmond City Hall.

3.3.7 Change 'Information' to 'Hospitality' throughout.

.33 Find out whether a member of the VWMC can take care of technical side of Opening Ceremony and check availability of using hotel shuttle buses to transport disabled guests back to the hotel.

ACTION ALAN

.33 Add podium to facilities needed.

.34 Add two ushers to Volunteers needed.

.33 Poems and Pints: start off in 'Matches' and if too popular, change to ballroom later.

Revision of Saturday, Sunday and Monday will be addressed at next meeting.

Ellis will be asked to LET US KNOW HIS ARRANGMENTS FOR TRANSFERRING TELEPHONE ENQUIRIES once he and his staff have left for the Festival. Check with hotel on availability of telephone line. **ACTION ALAN.**

Exterior decorations, flags and banners will be put outside the Richmond Inn on Tuesday and Wednesday. Kathy and Larry will oversee signs as part of decorations committee and will make a list of signs needed.

The Information desk should be set up on Wednesday 1:00pm – 3:00pm with two volunteers.

One person needed from sponsors if possible, to introduce seminar speakers. **ACTION NEVILLE.**

Eisteddfod entries: non- professional = 3
Semi-professional = 2
Story telling = 1

Eisteddfod rules to be sent out to various choirs, musical organizations, etc.

ACTION ALL: go through Brian's Plan and update area of interest and involvement.

Sunday Activities:

Alan and David visited McNeil School and looked at the gym with bleachers out. We could possibly seat 950 – 1,000 people (numbers not yet approved by the Fire Marshall) with a small stage at the front.

They also looked at the old Richmond High School gym and although in need of redecorating would seat approx. 1,200.

The Richmond Mennonite Church was also looked at but holds only 900.

ACTION LYNN: Find out from Richmond School Board the cost of using school buses to shuttle guests to Gymanfa site.

TAKE THIS SENTNECE OUT GAYNOR PLEASE. (Alan will propose to the executive committee of the WNGGA that we sell the Gymanfa hymnal for \$15.00 and the hymnal can be used as a passport to the Gymanfa.)

Alan is in touch with the Welsh National Chamber of Commerce, the Wales Tourist Board and the Welsh Development Agency to find out whether they will coordinate a reception on Saturday afternoon.

Discussion re. organizing an additional concert for Mabon, possibly at Gateway Theater after the Banquet or at a Celtic pub/bar e.g. the Wise Club.

Program Booklet:

We need to solicit advertisements for the program. A letter will be coming from the Mayor of Richmond and the Vancouver Welsh Society has been asked to forward a photo/information on the Cambrian Hall. They have been given a half page fee advertising space.

Celtic Events: We need to be present at these events to promote the Festival weekend.

Question: Is anyone covering the Celtic event in Seattle? The new brochures are available and can be couriered down if necessary.

Richmond Tourism: Lynn has been in touch with both offices and has found that they do not correspond very well. Lynn advised them that anyone phoning for information on the Festival be given our e-mail address and any questions should be directed to HQ. Richmond Tourism to be advised that they can contact Lynn or Don direct but private telephone numbers are not to be given out to the general public.

Discussion re. where we might get local maps and local bus information. First find out whether the hotel has these information pamphlets on hand.

Next meeting: Saturday, May 31 2003