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To: ellis@gustavus.edu
Cc: lowens-whalen@richmond.sd38.bc.ca
Subject: Re: May 3 Minutes
Date: Sat, 31 May 2003 23:58:19 +0000
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hi ellis

we shall discuss some of these points on Sunday. Here are my first comments
Looks like HWyl should do the trick to get people registering. i would like
to see us up at the 250 mark very soon.

Huw let us know about the collection money so we have that in hand. It will
not go to any charitable organization except the WNGGA.

Ron's table I believe will be next to the registration area, at least on
Gerri's first plan. Also our "registration" and info table will be adjacent
and will be manned on a shift basis two people at a time.

Labeling machines are very useful. I was actually considering borrowing one
but that will not now be needed.

BANquet table under control.

We have since inception been in touch with the local tourism center who have
agreed to man their stall.

I wrote back to Ron about emergency numbers.

We put a high number in just to make sure we did not end up with a room too
small as in San Jose. It may be that Dic will not be doing the eucharist
since there is a BOT meeting in conflict. He and I are corresponding on
that.

AWO meeting is in our room allocation plan but (probably by a cut and paste
error) dropped from Brian's plan. It is scheduled as requested on friday
afternoon from 2-4:15 in Minoru D which is plenty big enough for any seating
arrangement. When you write to Berwyn ask him to contact Brian also with
the details please.

we have our next meeting tomorrow and the minutes should be out soon after.

regards
alan

>From: Ellis Jones <ellis@gustavus.edu>
>To: "Alan Upshall" <aupshall@hotmail.com>
>Subject: May 3 Minutes
>Date: Fri, 30 May 2003 14:53:19 -0500

>
>Alan:

>
>Just finished going over the May 3 Minutes and here are some points for you
>and committee to consider.

>
>1. The Spring issue of HWYL which is now enroute to members contains 6
>articles concerning NAFOW. On page 1 sharing the lead story about John
>Ellis' appointment is the start of the article which you sent in. It
>finishes on page 2. Also on page 2 is a boxed item entitled "Time for
>Reunions!!!" plus a boxed item entitled "Attention Barbershoppers!" as well
>as an article entitled "Memorials, Honoring Gifts Being Sent to NAFOW." On
>page 3 is an article entitled "Dunvant Welsh Choir, Jason Howard to Perform
>at NAFOW" plus a boxed item entitled "Need More Packets?" It is planned

>that there will be more in the Summer issue.

>

>2. Who gets offerings from Church Service?" The Board's decision has been
>that the offering would be used to help defray expenses for the
>service--roses, other flowers, honoraria for preacher and organist. The
>Board (following the 1999 Minneapolis National) strongly opposed using any
>part of the offering as a contribution to any group such as OXFAM or a
>church group in Wales.

>

>3. Registration. I believe it is listed as 3.2.2 under Brian's Plan. At
>the registration table, only 2 persons from Headquarters will be
>there--Mary Henry and Donna Green. Ron Green will be working at the WNGGA
>table in the marketplace and I'll be at meeting after meeting after meeting
>and can only stop by registration to doublecheck on any questions. We will
>need 6 to 8 other local volunteers to help since Mary and Donna will be the
>persons who can answer questions concerning the pre-registration packets.

>

>Headquarters now has a labeler machine which we will bring with us to use
>in preparing name tags for on-site registrants. We'll have blank name tag
>sheets and with the labeler can prepare a printed name tag for the
>registrant and not have "handwritten--difficult to read" ones as was done
>in San Jose and Harrisburg. We will not need a computer program to print
>the tags because my understanding is that they will only print six at a
>time and when you only need one or two, you won't waste the unused tags.
>The labeler will work just fine.

>

>Yes there needs to be 4 to 6 volunteers (working in shifts) to run the
>banquet table reservation desk. This needs to be located a ways from the
>main registration to avoid criss-crossing lines of people waiting for
>registration or banquet table reservation tickets. At that banquet table
>ticket reservation desk, there needs to be a fairly large diagram showing
>locations of the banquet tables with numbers assigned to the tables and the
>seats around the table numbered. When we here at headquarters know how
>many persons will be seated at each banquet table (usually 8 or 10), we'll
>number the white table reservation tickets with the table number and seat
>number. As the white table reservation tickets are given out in exchange
>for the gold banquet reservation tickets, the ticket table persons need to
>cross off the seat numbers on the diagram. This procedure has worked
>extremely smoothly in the past.

>

>In one of the notes that Brian Parry sent, I completely agree with him that
>Headquarters Staff should not be responsible for providing local
>information--that should be a table or desk run by local volunteers.

>

>Ron Green earlier today sent an email asking for information about
>Emergency Numbers. This will be duplicated here and put into each
>pre-registration packet. We are using the model of Harrisburg which was
>one of the most complete listings we've ever had.

>

>4. Sunday Activities. The figures which are given in that paragraph are
>way too high. The "normal" number has been around 300-400 and that is when
>1100 to 1200 people have registered. In Harrisburg Dic Baskwill arranged
>for an Episcopal service at 8:00 in a room at the hotel and, I believe,
>around 60 or 70 people showed up.

>

>5. No mention is made of arrangements for the AWO Summit Meeting. When
>will it be held? Where will it be held? I assume there may be around 75
>to 100 persons. In Harrisburg, we held it at the Radisson Penn Harris in a
>fairly large ballroom so that we could use an open rectangle. Do the
>Richmond Inn or Hilton Hotel have a room for it and when? When you let me
>know, I'll be in touch with Berwyn Jones to get started on sending
>invitations to the AWOs to send a representative.

>

>Extend my greetings to the other committee members. Registrations have now
>passed 200 and are being processed as soon as we can.

>

>Keep me posted.

>
> Ellis J.
>

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