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The Welsh National Gymanfa Ganu Association, Inc.
2004 Venue Planning Committee Meeting
Buffalo, New York
January 3-4, 2003

A meeting of the 2004 Venue Planning Committee was held in Buffalo, New York, on January 3-4, 2003. Persons attending: Chairperson Myfanwy Davies, Martha Davies, Berwyn Jones, Robert Hughes, Ed Field, Irene Field, Ellis Jones. Committee members not able to attend: David Evans, Trudy Howells, Geraint Jones, Alan Upshall. The main purpose of the meeting was to do a site visit of various facilities in Buffalo for the 2004 North American Festival of Wales on September 2-5, 2004.

The meeting was begun with a complimentary breakfast at the Hyatt Regency Hotel hosted by Melonya Johnson, Account Executive, Buffalo Niagara Convention and Visitors Bureau; Linda D'Agostino, Director of Sales and Marketing, Buffalo Convention Center; and Jennifer Noble, Sales Manager, Hyatt Regency Hotel. Following the meal and an overview of the schedule, the WNGGA members were taken on a tour led by Ms. Noble of various Hyatt Regency sleeping rooms. She indicated that the Hyatt Regency could set aside 325 rooms in a WNGGA block at prices of \$109 plus tax for single, double, triple, and quad occupancy.

This was followed by a tour of the Radisson Suite Hotel located approximately two blocks from the Hyatt Regency hosted by Wendy Clubine, Director of Sales, Radisson Suite Hotel. She showed the standard room. She indicated they could reserve 50 rooms in a WNGGA block at rates of \$99 plus tax for single, double and \$109 plus tax for triple, quad occupancy. The rate would include a hot breakfast buffet.

This was followed by a tour of the Buffalo Convention Center led by Ms. D'Agostino. Although the Center is currently redecorating much of its facilities, the Committee was able to see the available spaces for various elements of the NAFOW weekend, registration, seminars, noson lawen, grand banquet, marketplace. A major impression on the part of the Committee members was the tremendous amount of space available. Ms. D'Agostino indicated there would not be any charges for the space that would be used in the Convention Center, but there was no space for the Gymanfa Ganu sessions.

The Committee then stopped at the Hampton Inn located within walking distance of the Convention Center. The short tour of the hotel was hosted by Jennifer K. Sparcino, Director of Sales and Marketing, Hampton Inn and Suites. She indicated they could set aside a WNGGA block of rooms at the rate of \$99 plus tax. It was understood that the rate included a continental breakfast.

Ms. Johnson next took the Committee to the Adam's Mark Hotel where lunch was hosted by Sabrina McDougald, Sales Manager, Adam's Mark Hotel (Buffalo), and Ms. Johnson. Following lunch, Ms. McDougald took the Committee on a tour of meeting facilities and sleeping rooms. The Committee was informed that there would be no charge for the meeting rooms but the rates for audio visuals were negotiable. Since the hotel owned the adjacent parking ramp, the daily charge for convention attendees would be negotiable. She pointed out that buses which brought people to the Festival could be parked behind the hotel at no charge. She also indicated that there was ample parking for buses which would take people to the Goat Island event on Friday of NAFOW 2004.

1 In its review of meeting rooms, it was noted that the hotel restaurant was quite large enough
 2 to handle meal time crowds. The Committee discussed during the tour where various events
 3 could be held. It was noted that the ballroom could be divided so that one third could take
 4 care of the marketplace and tea room and the other two thirds could seat up to 1,200 for the
 5 Sunday Services and Gymanfa Sessions. The Fountain room would be excellent for the
 6 Eisteddfod preliminary and final events. The Committee noted that the space for seminars
 7 would be more limited than the Convention Center. Ms. McDougald pointed out that
 8 WNGGA could have a block of 450 rooms at the rate of \$99 plus tax for single, double,
 9 triple, and quads.

10
 11 Following the tour, the Committee went into Executive session to go over numerous agenda
 12 items. The session began at approximately 2:30.

13
 14 First order of business was to structure the Venue Planning Committee. It was agreeable
 15 that Myfanwy Davies would serve as Chairperson, Ed Field would serve as Treasurer and
 16 that Ellis Jones would serve as Secretary.

17
 18 The Committee reviewed the tentative listing of committees for the 2004 NAFOW.
 19 Following an extensive discussion it was agreed that the following persons would serve as
 20 "Leads" for the respective committees:

- 21
- 22 1. Venue Planning Committee--Myfanwy Davies;
- 23 2. Tours and Travel Information--Buffalo Niagara Convention and Visitors
 24 Bureau (Melonya Johnson);
- 25 3. Marketplace--Robert Hughes;
- 26 4. Program Booklet--Berwyn Jones;
- 27 5. Registration--WNGGA Headquarters (Executive Director);
- 28 6. Seminars--Berwyn Jones;
- 29 7. Eisteddfod--Alison Lawson;
- 30 8. Noson Lawen--Martha Davies;
- 31 9. Grand Concert--Myfanwy Davies;
- 32 10. Catering--Myfanwy Davies;
- 33 11. Sunday Activities--Martha Davies;
- 34 12. Youth/Child Activities--Trudy Howells;
- 35 13. Goat Island Event--Robert Hughes;
- 36 14. Informal Singing--David Evans;
- 37 15. Publicity--Trudy Howells;
- 38 16. Fundraising--Alan Upshall;
- 39 17. Props--David Evans;
- 40 18. Recording of Gymanfa--Alan Upshall.

41
 42 The Committee discussed the decision making process and agreed that the following major
 43 decisions would be made by the Venue Planning Committee with consideration of
 44 recommendations of the sub-committees: (see list above) 8. Noson Lawen; 9. Grand
 45 Concert; 10. Catering; 11. Sunday Activities. All other decisions would be made by the
 46 designated committee with the Venue Planning Committee kept fully informed.

47
 48 The next agenda item centered on potential artists for the Noson Lawen, the Grand Concert,
 49 and the Sunday events. Agreement was reached with the proviso that Chairperson Myfanwy

1 Davies would establish contacts to determine interest and availability. The Committee will
2 be informed as soon as the information has been confirmed.

3
4 Several members of the Committee adjourned at about 5:30 for dinner compliments of the
5 Convention and Visitors Bureau. Following dinner the Committee agreed to reconvene at
6 7:30 a.m. on Saturday morning.

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8 * * * * *

9
10 At 7:30 a.m. on Saturday, January 4, at the Hyatt Regency, the Committee reconvened to
11 discuss at length the facilities options. Although each of the major options--Convention
12 Center and Adam's Mark Hotel had pluses and minuses, the Committee reviewed the
13 estimated number of attendees and agreed that in view of attendance at recent Nationals (930
14 at Harrisburg), perhaps 1,000 would be more realistic. It was noted that the Convention
15 Center would provide space for each of the events, even if 1,000 or less attended; however,
16 there would be a psychological feeling of too much room for some of the events. The
17 consensus of the Committee was that the Adam's Mark Hotel would be a good fit for the
18 NAFOW although the Convention Center was also excellent.

19
20 The Committee next returned to the Adam's Mark for a complimentary breakfast hosted by
21 Ms. McDougald. During the meal numerous questions were asked and clarification of
22 several items was received:

- 23
24 1. Buffalo will be the site for the 2004 NAFOW;
25 2. No charge at Adam's Mark for meeting rooms;
26 3. Welsh cakes can be made and brought in to the hotel for serving at special
27 receptions--this was confirmed when the Executive Chef, Mr. Vizzi, met with
28 the Committee;
29 4. Vendors can come in to set up on Wednesday afternoon and tear down on
30 Monday;
31 5. The 1/3 of the ballroom designated for Marketplace is next to freight elevators
32 and can be secured each night;
33 6. Audio visual and parking costs can be negotiated;
34 7. Ample space on adjacent streets for fleet of buses to take people to Goat Island
35 event and bring them back
36 8. Ample parking for buses which bring groups of people to the NAFOW.

37
38 The Committee next discussed budget and identified income and expense items. The
39 Executive Director agreed to provide Ed Field with copies of recent financial reports to
40 enable him to create chart of accounts for 2004 NAFOW. Some of the items identified as
41 needing funding were: seminar speakers (consensus was that a flat rate honorarium would be
42 used with additional costs to be determined); Gymanfa conductor, Gymanfa organist; choir
43 and or concert artists; ministers for Sunday morning service, organ for Sunday events; roses
44 for church service; the Master of Ceremonies; speakers for the grand banquet; Goat Island
45 costs (chairs, loud speaking system, keyboard for accompanying the singing; speaker(s) at
46 Goat Island program, dedicatory plaque, shuttle bus service); Eisteddfod participants and
47 winners; children activities; AWO summit audio visual; program booklet (income from ad
48 sales should be enough to cover printing costs).
49

1 The Committee agreed that there should be another face to face meeting of the Committee
2 and other members of the Board of Trustees prior to the OGGA in April. It was agreed that
3 persons should come to Buffalo on Wednesday night, April 23, with a meeting that evening
4 followed the next day (Thursday, April 24) by a tour and continuation of the Wednesday
5 meeting. The meeting would end by 1:00 p.m. to enable the Committee and Board to drive
6 to Stratford on Thursday afternoon for OGGA. Friday, April 25, would be allowed for
7 added Committee meetings; the mid-year Board meeting would be at 12:30 on Saturday,
8 April 26; OGGA banquet and concert on Saturday night; and morning and afternoon
9 Gymanfa Ganu sessions on Sunday, the 27th.

10
11 The meeting ended with a discussion of possible sites for 2005, 2006 and 2007. The
12 following locations were identified as places to secure information about possible sites:

- 13
- 14 2005 Orlando, Florida;
- 15 Des Moines, Iowa;
- 16 Chicago, Illinois;
- 17 Indianapolis, Indiana;
- 18 Cleveland, Ohio;
- 19

20 2006--any of the above for 2005;

21
22 2007--any of the above for 2005.

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24 The meeting ended at approximately 1:15 p.m.

25
26 Respectfully submitted,

27 *Ellis J Jones*

28 Ellis J. Jones, Secretary
29 2004 Venue Planning Committee

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