

The Welsh National Gymanfa Ganu Association, Inc.

MINUTES OF THE BOARD OF TRUSTEES MEETING

PORTLAND, OR – SATURDAY/SUNDAY APRIL 10-11, 2010

ATTENDANCE

AdaMae Lewis, (President); Hywel Davies, (Vice-President); David Allen (Treasurer); Stacy Evans (Executive Director); Cheryl Evans (Office Manager, International Headquarters); Nancy Wright; Myfanwy Bajaj; Beth Landmesser; Gerri Baker Parry; Mona Everett; Janet Figini, (Local Chair); Richard (Dick) Donohoe; Patricia Kwasigroch, (Secretary-pro-tem); Barbara Jones; William (Will) Fanning

NOT ATTENDING Judith Brougham, Martha Davies, Jenny Hubbard Young, Donald Hughes, Robert Hughes, Roger Hughes, J. Bryan Jones, Ian Morris, Roy Morris

CALL TO ORDER; OPENING PRAYER; CERTIFICATION OF QUORUM

Meeting was called to order at 6:17 pm by President AdaMae and Stacy opened the meeting with a prayer. A quorum was certified.

ADOPTION OF THE AGENDA

The Agenda was presented by AdaMae, Dick made the motion to accept the agenda as presented, Beth seconded. Motion accepted.

MINUTES OF PREVIOUS MEETING

Dick made the motion to accept the minutes of both Thursday, 3 September 2009 & Saturday, 5 September 2009. David seconded. Motion accepted.

PRESIDENT'S REPORT - AdaMae Lewis

AdaMae presented the challenges to reduce the load for International Headquarters. Both a Finance Committee & Membership Committee should be formed. Many previous responsibilities of IHQ will need to be assigned to Committees. David made the motion for the President to appoint a Finance Committee consisting of minimum of 3, maximum of 5. Myfanwy seconded. AdaMae asked for consensus. Motion passed. Barbara made the motion to establish a Membership Committee and suggested Patricia as Chair. AdaMae pointed out that the Constitution allows for the President to appoint committee chairs as -

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needed, and if there is no objection, she will appoint a Membership Chair. Consensus agreed & passed. Discussion as to what people will get for their membership. Stacy suggested not just a request for more money. Beth pointed out that since non-members pay more for the NAFOW, members get a discounted price for registration. There being no objections to the President's report, it was received & filed.

TREASURER'S REPORT - David Allen

David went through the Treasurer's report. The various accounts took some reviewing after the transfer from David Jones but now are understood. There are 4 accounts that on the surface seem very much alike. One referred to as an endowment checking is for funds to be used as - needed. One referred to as an investment account needs to be reviewed by the Finance Committee. David states that we should determine what our 'needs' are & establish some financial goals.

*David Allougue
Pat K. accommodation
(Worffew)*

Discussion:

Gerri asked what happens to PayPal money. Stacy said that an e-mail came from PayPal noting the amount received so far & Stacy will keep track of what is to go where for David. David explained that it stays in PayPal until we transfer it to an account. Mona said that we can also spend from our PayPal account. Stacy said that PayPal charges us a 2.3% fee as a vendor. AdaMae asked for any more questions or comments, and stated that we need to stay on top of the PayPal account as it is just the beginning of this new type of account. David added that he doesn't know when the last audit was done and this will be discussed by the Finance Committee. At the September 5, 2009 meeting Dianne McCarty & Susan Richards volunteered to do the audit.

AdaMae asked for a consensus to file the Treasurer's report. Agreed.

Profit & Loss Statement

Stacy presented his report. There was discussion & comments of various items. AdaMae asked for a consensus to accept the report. Agreed.

Resuming at 8 am Sunday

INTERNATIONAL HEADQUARTERS' REPORT - Stacy Evans

Stacy presented his report and made suggestions.

1. Change fiscal year to calendar year
2. Allow for the replacement of trustees for interim, when needed.
3. Expand nominating committee with 2 more members.
4. Respond to letter from Women's Welsh Club president Walter Wilde.
5. Establish a WNGGA Archives at GPWHC for better preservation of records. David Allen made the motion. Dick Donohoe 2nd. Motion passed.
6. Establish a program for developing sponsorships for NAFOW.

Discussion:

Hywel noted that several of these things call for a change to the Constitution. He suggested a re-do of the constitution and creation of by-laws separate from the constitution as there are currently no by-laws. Hywel is willing to chair a committee to do this work.

David pointed out that this should begin now to be able to vote on these at the AGM.

Regarding #4, David suggested there be a response letter to the WWC president and board members. David and AdaMae will do that.

COMMITTEE REPORTS

LOCAL VENUE 2010 COMMITTEE – Janet Figini

Janet said she needs to know what will be scheduled in what room at what time, because of sound traveling through the partition walls and will consult with Martha Davies about missing

details in the seminar schedule. Janet Figini has met with Michelle Kirn from the hotel, who initially had resistance to the idea of Cash & Carry meals. (~~Later: The hotel refused to provide~~ *\$400 each time* Cash and Carry stations because they are confident their station outside of the main restaurant will meet the needs of the group. AL)

PROGRAM DEVELOPMENT – Beth Landmesser

Beth wants to know what her budget is for program development. Also, Beth stated the need for a plan to be looking for Welsh talent vs local talent. If the youth orchestra comes in 2011, she cited that shipping the harps to Cleveland will be expensive! Also, a conductor is still needed for Cleveland. (Later: Youth orchestra is not coming.)

Beth would also like to see the contract for the orchestra tweaked. (Later: Beth said the final version of the contract was satisfactory. She had been looking at a draft version when she made the comment. AL).

She is also thinking ahead to future venues and what to look for. -

She would like to vary the talent, maybe alternate between a Welsh Male Choir with other types. Beth mentioned 'Only Men Aloud' and a one man show on Richard Burton.

Discussion: Stacy suggested the Toronto Male Voice Choir. Myfanwy suggested the Burlington Male Voice Choir.

SEMINARS – Martha Davies

See Martha's report in her absence.

SUNDAY ACTIVITIES – Myfanwy Bajaj in Jenny Hubbard Young's absence.

Myfanwy has the list of hymns for the Sunday Gymanfa sessions and will send it to the Minister of Sunday services & also to Dick for program printing. Cheryl will send the list of names for the memorial portion of the Sunday service to Janet. Janet will need the vases from HQ & will order the roses.

REVENUE GENERATION & SPONSORSHIP – Barbara Jones

Barbara stated that the Year End Appeal generated \$12,490.00 & the cost of the mailing was \$1,300.00. (Net \$11,190) Dick designed a membership brochure – 'Join Us'. Barbara sent a letter to Ninnau (passed around) thanking the supporters of NAFOW. Barbara wants to find someone who writes grants.

As for Sponsorships, Hywel has agreed to oversee our effort to find sponsors for various programs.

Discussion: Gerri found some information for non-profit sponsorship & will send it to Hywel, Barbara & Committee, but feels the need to start with lower sponsorship amounts. Patricia suggested the solicitation of Matching Funds from members who worked at companies that offered a Matching Gift Program. Hywel suggested a registry, available by mail or online. Barbara would like to have an Annual Fund Drive & an End of Year Appeal.

Barbara had both a letter & a leaflet example & asked for thoughts. Stacy reminded all of the \$1,300.00 mailing cost. and wanted to know if it was possible to combine the mailing with Hwyl to save postage. Will felt the letter was more personal, the brochure is like a mass mailing. Barbara pointed out the importance of recognizing donations during the year, and that thank you notes & a receipt need to be sent immediately!

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Planned Giving – Barbara Jones.

Barbara explained that Planned Giving is a slow process & WNGGA has not done this in the past. Beth made the motion to have the Program referred to as The Legacy Society of the WNGGA, Will seconded. Passed. This new program should be listed in all relevant publications.

Discussion: The example was given of 35 people over a 5 year period agreeing to planned gifts in their will to a hospital in Chicago. One concern would be that if the WNGGA were to change its name then this should be done before the Planned Giving Program is promoted. There would also be a request for memorial donations. Also, Barbara would like to see a seminar at the Cleveland NAFOW on Donating Securities to a Charity.

PUBLICATIONS – Dick Donohoe

1. Dick has revised the Tri-fold Membership brochure.
2. Dick questioned which logo should be used on publications, WNGGA or NAFOW?
3. Dick wanted to know about Hwyl. Do we have a writer? Get a volunteer writer? In the past it was published 4 times a year, Stacy proposes changing to 3 times a year.
4. Dick will meet with Gerri & Gaabi Becket (Americymru) on Monday to go visit printers in the area to check on the timing & developing the Program Book as an electronic file to send to the printer.
5. Dick will also get proposals for the Large Print Hymnal printing.
6. Dick would like to stress the need for someone with good writing skills.

Discussion: Regarding #2, AdaMae said the Executive Committee will discuss this and make a recommendation to the Board.

Regarding #3, Publications Committee has been assigned the responsibility to see that Hwyl is written and ready to go to the printer on a regular schedule. This is one of the jobs done by IHQ when there were more hours worked at IHQ.

Regarding #6, AdaMae commented this is why we need to target potential Board members who possess the skills we need on the Board.

ELECTRONIC COMMUNICATIONS – Gerri Baker Parry

Gerri's report gives the background of what the Electronic Communications Committee has accomplished so far. Gerri is now working on Phase 3. Gerri has concerns about PayPal. Beth asked whether Experient would handle registration & what would it cost. Ceri Shaw (Americymru) had suggested to Gerri a service called Event Bee. AdaMae asked Gerri to research a better way than PayPal to fix the problems by the Board meeting at NAFOW. AdaMae has concerns with Gerri's recommendation #4 regarding space or links on our website. There are many questions to deal with regarding the website. Who would be able to write a policy? There needs to be a policy about the website. - *no free space or links*

Barbara recommended Board members check on Facebook for comments being made on Facebook about WNGGA & NAFOW.

PUBLICITY & MARKETING – Mona Everett

Mona's report is on file. She continues to work on AWO's and YahooGroup postings. She also displayed many signs and banners she had ordered online. Mona also had many printed publicity materials and passed around blank note cards with pictures from Wales as an item to sell at the Marketplace for WNGGA. Board members thanked Mona for her efforts to provide things that would likely sell well at the NAFOW.

CINEMA WALES – Gerri Baker Parry

Gerri's report is on file. Gerri states that she won't actually know which films that Catrin Brace of the Welsh Assembly Government will send until July or August.

DRAFT OF DUTIES OF THE LOCAL VENUE CHAIR - Barbara Jones

Barbara presented her North American Festival of Wales Duties of Local Venue Chair. Her report is on file and will be on the password protected area of the website. Thank you Barbara. This will be helpful for future Venue Chairpersons. *It is on now.*

FUTURE VENUES – Stacy Evans

Stacy's report is on file. There is an interest in either Loews or Sheraton for Philadelphia for 2012. Hywel suggested someone visit these hotels. Beth volunteered to visit. She will check on the spaces and number of pianos.

Discussion: Hywel Davies read a letter from the Buffalo Convention Center welcoming us back. Dick made the motion for the board to -

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support the decision of hotel choice for Philadelphia, once Beth has visited and given her report. Barbara seconded.

OLD BUSINESS

AdaMae stated that in reference to Minutes of Saturday, 5 September 2009, of Unfinished Business – Revenue Generation, that Donald Hughes subsequently declined this nomination. (Barbara made the motion to nominate Donald Hughes to head a new committee to spearhead WNGGA's interactions with the AWO's. Hywel seconded. Motion passed.)

NEW BUSINESS

There was much discussion about changing the association's fiscal year.

The Executive Committee met and prepared a couple of choices for new membership fee structures to be voted on. Hywel presented 2 proposals and turned the responsibility over to the new Membership Committee. Hywel gave his info to Patricia.

Mona asked if Membership would have a table in the Marketplace. It was decided that WNGGA will have a table, and there will be membership info there. Later: Myfanwy, Mona and Janet will be responsible for getting volunteers to be at the table when the Marketplace is open and coordinating those volunteers. It will not be open during the AGM. Items Mona has for sale will be sold there.

*It will be open during AGM
in Portland.*

MISCELLANEOUS

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Mona would like to suggest a change for the Constitution that AWO's be 'Affiliated' instead of 'Associated Welsh Organizations'. Mona would also like to see a space on the membership form for other Welsh organizations that applicants belong to & compare these with the list of AWO's we have on the website.

Cheryl asked for direction on how to handle those people who lose their Program Books and then come back to Registration and want another one. Discussion favored selling books to people who have lost theirs rather than giving them another book.

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Gerri asked about cost of ads, because she had an e-mail request. Dick will handle the ads. Gerri will send the request to Dick.

There has been some discussion about the difficulty of getting people to understand what the Welsh National Gymanfa Ganu Association really means and that in some cases; it has cost us financial support because people do not understand what we do. Hywel suggested if we were to be called the North American Welsh Society – the acronym NAWS – is a Welsh word meaning 'warm feeling'.

AdaMae had several handouts about board duties to be considered by all.

ANNOUNCEMENTS – NONE

Barbara made the motion to adjourn at 6:50pm. Will seconded. Passed.

Cheryl gave the closing prayer.

Submitted by Patricia Kwasigroch

Acting Secretary