

1999 MWNGG Steering Committee Meeting, March 29, 1999

The 1999 MWNGG Steering Committee met at the home of Mary Mergenthal on March 29, 1999.

Present: Mary Mergenthal, Frank Siegle, Bob Minish, Marveen Minish, Judith Warner, Dan Proud

The meeting was called to order by Mary Mergenthal at 7:10 p.m. A letter from Ellis Jones was read.

The minutes of February 8 were approved as mailed.

The Treasurer's report was distributed and discussed and accepted as presented. Mary Mergenthal will clarify the role of Treasurer regarding cashiering at the Gymanfa.

The budget was discussed and the seed money noted under NWGGA was moved from the contribution category as it is a loan to be repaid, not a contribution. It was noted that the Hospitality Committee "uniforms" which will be about \$125 should be part of the registration budget.

Judith reported on the hotel room nights; we have 1,500 booked, and have thus far 1,083. Frank Siegle moved and Bob Minish seconded that Judith will investigate the need to book more room nights and will inform Mary, who will have the authority to negotiate for this additional need. Motion carried.

Judith also reported that the Convention Bureau will have brochures for distribution.

There are currently 12 people signed up for tours.

Mary reported that the Hospitality Committee is making "Pinafores" of distinctive design. It was discussed whether there were any inducements to offer for hostesses at the banquet. Cannot give free parking nor part of the banquet ticket; perhaps a free seminar, waive registration. The consensus was that if a person is volunteering, they should not pay the \$15 registration fee, but would pay for any classes, events, etc.

Frank Siegle discussed Folk Night. He had spoken with Audrey McClellan. There is no problem getting representatives from other Celtic groups for opening night. It is believed that Iona play pipes and it is another thing they could provide. Mary Mergenthal moved and Frank Siegle seconded that the Opening Ceremony include a "walk'in" of all members of the Board of Trustees plus representatives of other Celtic groups. When all have reached the front, Col. Reese, President, shall step to the microphone and declare the Gymanfa officially opened, and will add a few words of welcome to all who have arrived. Motion carried.

Mary Mergenthal reported on the Marketplace. 67 letters were sent to prospective vendors. All must pay a \$25 registration fee to get into the Marketplace except WNGGA and the 2000 Gymanfa organization. May 1 will be the deadline for WNGGA and 2000 Gymanfa. Vendors will choose the number of tables and pay this committee; we will make arrangements with Brede. Shared tables can be chosen by authors and non-profit organizations.

Marveen Minish will take care of registration and bookings for Marketplace space.

The Treasurer reported regarding sales tax. Vendors must charge Minnesota sales tax. The Minnesota Gymanfa activities are exempt as a non-profit fundraiser; a one-time event.

Seminar contracts were not yet signed; Dan will get information on biographies etc.

There is a possibility of one or two quilts being shipped early in June-July to be part of an exhibit at the Goldstein Gallery; promotion for the Gymanfa exhibit would be good. ^s

Mary Mergenthal reported on the Ron Davies photo display. The photos will be for sale and will be shrink wrapped. He will send 50; 1/4 mining scenes and 3/4 scenic shots. We will reimburse postage. After display expenses, proceeds will be split 50/50. Mary will inquire of Ron his feeling on pricing. Our feeling was that they should be \$25, even though they are worth more.

The Eistedfodd Committee sent about 50 registration forms which were requested. They are working next on local publicity. Mary is working on contracts with Jeremy and Tegwyn. There are 2 traveling awards. Mary wrote to John Dingley regarding making something and presenting it as a local award. John is making plates for major winners and suncatchers for each entrant.

The Banquet was discussed. Marveen Minish moved and Frank Siegle seconded that at the Banquet Col. Reese be introduced early in the program to bring greetings from the Board of Trustees and ask the Board of Trustees to stand (but not be individually introduced). Motion carried.

The Concert was discussed. The Choir contract has been signed. Jeremy's contract is in process; he may do something at the morning church service as he can't stay for the evening Gymanfa session. It has not been determined which seats downstairs in the church are prime seating and how many seats there are in a row so that the Registration Committee knows how many of these seats to sell. Mari Morgan asked about complimentary tickets. Mary will check to see how many Mari is thinking of.

Recording will be done by Westmark Production, Duwayne Kloos. The Choir will make their own tape of concert; we will make the Gymanfa tape. Bob Minish moved and Frank Siegle seconded that a tape and CD of the Gymanfa will be made as a responsibility of the Gymanfa Committee. Motion carried.

It was suggested that Minnesota Public Radio might be interested in some of the seminars and events.

Mae Anderson's report on the Sunday Service was distributed. The offering will be given to Cytun an interdenominational organization which is the successor to the Council of Churches for Wales.

Liability insurance was discussed. Mary Mergenthal will check to see if Ellis Jones has made any contacts; if not, the Treasurer will follow up on this.

The program booklet was discussed. Mary Mergenthal will send information to vendors regarding ad placement. She will also contact all Welsh Societies for ads.

A registration page will be added to the web page.

Publicity for the Gymanfa needs to be included at the State Gymanfa in April and the Macalester Fair May 1. The St. David's Society is getting a table and the MWNGG should share. There will be staff, flyer, etc.

Judy Warner moved and Frank Siegle seconded that the cost of a table at the Macalester Fair be shared 50/50 between the St. David's Society and MWNGG. Motion carried.

Mary Mergenthal will see to getting information for the State Gymanfa.

It was suggested that the Brynmor Williams video be shown at the end of the Friday seminars. The question arose as to whether this could be duplicated for sale. Mary will talk to Mae regarding this.

It was suggested that a sample of the presenters' talks, combined with a training session for volunteers be held at the Hilton, perhaps on the weekend previous to the Gymanfa. Mary Mergenthal will check on a free room.

It was suggested that there be a fall wrapup session "post mortum" at Wilder Forest in September.

NEXT MEETING WILL BE MONDAY, MAY 10, 7:00 P.M. AT THE HOME OF MARY MERGENTHAL

The meeting was adjourned at 10:00 p.m.



Marveen Minish
Secretary

M E M O

TO: Mary Mergenthal
✓Marveen Minish
Robert Minish
Frank Siegle
Kay Thomas
Judith Evans Warner
Ellis J.
FROM: Ellis Jones
DATE: March 11, 1999
SUBJECT: Items for Meeting

Sorry it didn't work out for our meeting last Monday. My wife and I took an hour and a half to drive from Southdale Medical Center to the Hilton Hotel where we were staying so we were pleased not to have to head out into the storm.

Here are some items which I had planned to distribute or talk about at our meeting:

Item 1. Revised Budget (As of March 3)

Item 2. Registrations/Payments Summary. This will be updated each weekend and if you would like to get a regular copy, let me know.

Item 3. Advertising Lists for Program Booklet. Last week on Tuesday I met with Bob Williams, Box 451, Vernon Center, MN 56090 and with Edith Sutherland, 871 Humphrey, Lake Crystal, MN 56055. Bob is in charge of the Program Booklet and Edith is in charge of ads.

We have done an analysis of ad income from last several venues. We plan to raise \$6,000 in ads. We do need someone to draw up a list of potential advertisers in the Twin Cities metropolitan area. Also, we need someone from metro area to make the contacts and keep Edith informed. She is drawing up the items needed to set up the ads. On the backside of the sheet is a layout of ad sizes and prices.

Item 4. Preliminary Table of Contents for Program Booklet. Bob has drawn up this listing and would like any suggestions as items to include or exclude from it. A number of items can be started already. If you have reactions or suggestions, would you send them directly to Bob.

Item 5. Opening Ceremony. I am under pressure from the Board of Trustees to provide opportunities for them to be more visible. Therefore, I ask that the opening ceremony include a "walk-in" of all members of the Board of Trustees (about 25 people) and that when they reach the front that Col Reese (President) step to the microphone to officially declare "The 1999 Minneapolis National Gymanfa Ganu is hereby opened." Then he can add a couple sentences of welcome to all who have arrived. Then the rest of the opening ceremony can be whatever.

Item 6. Banquet. For the reason give in No. 5 above, I ask that at the Banquet that Col Reese be introduced early in the program to bring greetings from the Board of Trustees and perhaps ask the Board of Trustees to stand--not individually introduced.

I hope there is no problem on anyone's part with No. 5 and 6. I will have to take the heat if we don't do something like this.

Enclosures

March 27, 1999

99 NATIONAL GYMANFA GANU

TO: Steering Committee
Ellis Jones & Mary Mergenthal

Co-Chairs

FROM: Mae Anderson

Worship Service Comm.
Chairman

SUBJECT: Worship Service Progress Report

In a meeting with Rev. Biessel and Charles Parsons, Minister of Music, held on Feb. 23 the following things were resolved:

- * 3 hymns were selected which are not being used in the gymanfa sessions and are in the Lutheran hymnal. They are: EBENEZER, ABERYSTWTH (memorial hymn) and LLANFAIR. They will be printed in the bulletin. We will be responsible for the layout, printing and cost of the bulletin.
- * Mr. Parsons asked if the special music could be a choir or soloist of our choosing so that the people of Central could get a "taste" of Welsh singers. Jeremy Huw Williams has been asked and is likely to provide this music.
- * Offering- We will supply envelopes for our registrants and have some available at the service for persons requesting them. Since Central waits until Monday to count their offering we will designate persons to separate and count our part of it. *on Sunday* Whatever portion of the offering remains with us will be donated to an organization called CYTUN, (translated- agreed or of one accord), "Churches Together In Wales" established in 1990 with "Priority (is) to be given in the next period to fostering Local Ecumenism, developing the churches' participation in the Millennium celebrations and liaison with the National Assembly".
- * Ushers- We will use Central's ushers since they are familiar with the facility, WNGGA Board Members will serve as greeters.
- * Finalization of the Order of Service is on hold until Central's recently called senior pastor The Rev. Craig J. Lewis has been briefed on arrangements to date.

I will be attending the mid-year meeting of the WNGGA board in Niagara Falls Ont. in May and will be presenting a similar report, at that time they will be asked to approve these arrangements and the offering split.

Respectfully Submitted



Mae Anderson, for the committee

Attached is a report covering the transactions both for the month of February, 1999 and from inception through February 28, 1999. I have tried to relate the expenses to the corresponding budget items. The latter statement has the funds received from the MWGGA and the St.

Davids Society reclassified as seed money rather than contributions. My understanding is that there is an obligation to repay all seed money.

1999 MINNESOTA WELSH NATIONAL GYMANFA GANU
TREASURER'S REPORT
For February, 1999

INCOME

<u>Deposits</u>	<u>Actual</u>
Contributions: Individual	<u>\$1,000.00</u>
Total Income	<u>1,000.00</u>

EXPENSES AND SURPLUS (DEFICIT)

<u>Expenses</u>	
Ninnau - advertising	\$458.72
Mary Morris Mergenthal - Printing postage & photography	<u>336.52</u>
Total Expenses	<u>795.24</u>
Surplus for Feb.	<u>\$204.76</u>

1999 MINNESOTA WELSH NATIONAL GYMANFA GANU
 TREASURER'S REPORT
 Inception Through February 28, 1999

INCOME

<u>Deposits</u>	<u>Actual</u>	<u>Budget</u>
SEED MONEY *		
WNGGA	\$5,000.00	\$5000.00
MWGGA	500.00	500.00
St. Davids Society of MN	500.00	500.00
 Contributions:		
Individual	2,030.00	6,000.00
Organizations	-0-	-0-
 Total Income	 <u>8,030.00</u>	

EXPENSES AND SURPLUS

<u>Expenses</u>		
Registration and Administration	\$ 139.53	\$4,000.00
Printing & publicity	2,252.86	9,500.00
Total Expenses	2,392.39	
 Surplus	 <u>5,637.61</u>	
Total Expenses and Surplus	 <u>\$8,030.00</u>	

* There is an obligation to repay the seed money.

✓ = activities
+ Seminars

Estimated Income:

Seed money from WNGGA	\$ 5,000
Registrations (based on 1,500 @ \$15)	22,500
Delete Marketplace as Income if we go with Brede	
Program booklet ads	6,000
Folk evening (based on 600 @ \$10)	6,000 ✓
Seminars (based on 230 ave/session x 7 @ \$7)	11,270 ✓
Welsh World for Youth and Marionette Play (based on 50 @ \$5)	250 ✓
Eisteddfod (based on 300 @ \$7)	2,100 ✓
Banquet (based on 600 @ \$40)	24,000 ✓
Grand Concert (based on 1,200 @ \$20)	24,000 ✓
Tea Room (1,000 @ \$2)	2,000
Inter-session meal (700 @ \$8)	5,600 ✓
Contributions:	
Wales Tourist Board	6,500
Individual Contributions	6,000
Committed Underwriting of specific items	5,000
<i>Seed Money</i> > Minnesota Groups	1,000
TOTAL ESTIMATED INCOME	\$127,220

Estimated Expenses

Registration and administration <i>incl. hospitality costs</i>	\$4,000
Printing and publicity (includes fliers, ads, program booklet)	9,500
Hotel Rooms for VIPs	4,500
Signage	2,000
Shuttle buses	2,500
Marketplace (Ottawa booth and WNGGA Table)	200
Tea Room and Te Bach (Based on 600 Doz Welsh cakes @ \$2.75/doz--\$1650 +\$1,000 for tea/coffee & service)	2,650
Eisteddfod (Includes \$500 each Jeremy and Tegwyn + \$1,200 Tegwyn's flight + \$600 Wesley Rental + money for local publicity and printing collection of literary entries--\$200)	3,000
Folk evening	5,000
Banquet (Based on 600 @ \$35 = \$21,000 + \$500 and \$1,200 for his flight and for musicians and decorations)	22,700
Welsh World for Youth (Includes \$500 for marionette play)	1,000
Seminars (Includes \$5,600 honorarium and travel and \$1,100 accessories based on more accurate projects and actual promises now made)	7,650
Wales Tourist Board Reception (This needs doublechecking)	1,500
Grand Concert (Includes \$20,000 choir + \$4,400 Jeremy Huw Williams [fee and travel] + \$500 Kathryn Ananda-Owens + \$3,000 misc. expenses and publicity + \$1,000 Central rental.)	28,900
Sunday events (Includes Central rental [church + meal rooms], \$1,300; \$500 honorarium to Vivian Jones [no travel]; \$1,500 for Meirwyn Walters [includes travel]; \$500 for Karen Wojahn [No travel]; \$3,850 for 700 meals at \$5.50)	7,650
Reimbursement to Minnesota Groups	1,000
Reimbursement to WNGGA	5,000
TOTAL ESTIMATED EXPENSES	\$108,750

ESTIMATED EXCESS INCOME \$ 18,470