

Dan reported on issues discussed at the March 29 executive committee meeting:

- 1,083 room nights had been booked as of that date
- The photo display will consist of 50 photographs, 1/4 mining and 3/4 landscapes, etc with the photos laid flat on banquet tables covered with plexiglas sheets and labeled
- A volunteer orientation at the hotel, with seminar run-throughs by Society members, will be scheduled about two weeks before the National, on a Saturday.
- A post-event celebration will be held in September, possibly at Wilder Forest

the procedures involved with seminars. Tom Williams has volunteered to host this party/meeting.

We decided that reminders for bio, picture, and equipment needs be sent to presenters soon. The deadline for the input for the first draft of the program booklet is May 15. Dan will forward available bio information and pictures together to the booklet committee. Please send these materials and information to Dan as you receive them. The status of this information is attached (where specified, BIO and PIC means the biography and picture have been received).

Dan will ask Mary to reserve rooms and get confirmation numbers for the 4 presenters receiving free hotel rooms.

We should send registration forms to presenters who may not have seen them yet, since contracts will not be sent out yet. Regular gymna-fa-goers (for example, Sian Frick) will not need the forms.

We decided not to send out contracts until probably July 1, when we will have received better information on registration numbers for specific seminars and all equipment requests from presenters. (If numbers merit, we may have to add seminar sessions or cancel them.)

For ticket-takers, we agreed to try to find enough people to fill all slots by next meeting. Tom will handle his. Frank and Dan and Robin have people they can ask. These volunteers will be able to get in for free, without registering, but will be subject to the regular fees for any additional events and should register in those cases. Action items

- Dan will contact Karen Wojahn to confirm she is accompanying on the ysgol gan sessions with Meirwyn Walters.
- Dan will ask Karen whether her daughters will be available to take tickets.

The hotel needs information on which configurations rooms will be set up (theatre, etc.) and special equipment requests. So far as we know at this point, all the sessions will use theater seating and have no further special requests, with the following exceptions:

- We already have several requests for overhead projectors, which should be held in inside rooms (E, F, G).
- The Gaudy Welsh china and panel discussions will need tables. Probably rooms E, F, or G.
- We should also request risers for the panel discussions, the folkdancing session, and possibly folk singing session. Mary didn't think we needed them for the ysgol gan sessions.
- The ysgol gan sessions need a piano and should go in the Rochester room.

The facilities map shows room capacities (see the Theater column). Available for our seminars are E, F, G, Rochester, Duluth (Friday only), Board rooms 1-3, and Directors rooms 1, 3 and 4.

The Marketplace is in A and C; Tea Room is B; Registration is in the Coat Room; banquet sign-up and other administration is in Director room 2.

From the initial registration counts, people are averaging 2 seminars per person. A very conservative estimate would have 1000 registrations. Multiplying numbers by 5 gives an idea of numbers for the seminars. The largest is the Wales Today panel discussion (projected at 125).

[We did not talk about the committee party in the summer which Tom has volunteered to host. The executive committee is planning a volunteer session at the hotel on Sunday, Aug. 29, 2-4 p.m. Perhaps we could have a party before this that day? Laurie, Connie, and Dan have to be in St. Peter that evening for the start of Welsh Choir practice week. --Dan]

Mary gave out the contract form and presenter request form that she received from Wisdom Ways. Dan will alter the forms and forward to committee members to send out to our presenters. We decided that the deadline for the signed contracts should be June 30 (to be sent to Dan). We should also send all presenters another registration form, map of facilities, and reminder for bio and picture if needed. Please send these out in the next week or two.

If we have to add seminar sessions or cancel them, the contracts can be redrawn.

[Mary reports that there will not be time for seminar run-throughs by local presenters at the volunteer orientation on Aug. 29.--Dan]

Timetable

to June 1	Send contracts, registration forms, and reminders for bios/pics if needed.
June 15	Final copy deadline for program booklet
July 21	Next committee meeting
Aug. 1	Deadline for submission of presenter material for copying
Aug. 29	Volunteer orientation, 2-4 p.m. at the Hilton
Sept. 2-3	Seminars
Sept. 25	Tentative date for post-event celebration

Respectfully submitted,

Dan Proud
Chairperson

Attachments:

1. Contract sample
2. Presenter Request Form
3. Facilities map (copies to send to presenters)
4. Introducers assignments
5. Presenters status list

NOTES FOR SEMINAR PRESENTERS

Welcome to the National!

Please register and check for the times and locations of your presentations in the program booklet.

If you have questions or requests, leave a message with me (Danny Proud) at my room. Robin and I will help as much as we can.

There are 30 minutes between seminar sessions. You can set up during this time.

We have assigned an introducer and ticket-taker to each seminar. They are instructed to arrive 15-30 minutes ahead of time and are available to help you.

Enclosed is a schedule of the seminars with volunteers, the latest registration count, and a map.

Good luck, and lots of fun!

Pob hwyl!



Danny Proud's Schedule

THURS.

9:00 - 11:00 Marquette Room meeting
11:00 - 1:00 Marketplace or lunch
1:00 - 5:00 Central Lutheran Church

FRI.

8:30 - 9:15 FA102 Ballroom E
9:30 - 12:30 Central Lutheran Church
12:30 - 2:00 Marketplace or lunch
2:00 - 3:30 FP202 Ballroom E

SAT.

9:30 - 11:30 Central Lutheran Church
11:30 - 12:30 Marketplace or lunch
12:30 - 2:00 SP105 Ballroom F
2:00 - 3:30 SP202 Ballroom E

Robin Proud's Schedule

THURS.

All day Marketplace

FRI.

8:30 - 10:00 FA108 Dir. Room 3
10:00 - 11:30 FA201 Rochester Room
11:30 - 12:30 Marketplace or lunch
12:30 - 2:00 FP101 Dir. Room 3
2:00 - 3:30 FP203 Ballroom F

SAT.

9:30 - 11:00 SA101 Dir. Room 4
11:00 - 12:30 Marketplace or lunch
12:30 - 2:00 SP103 Ballroom E
2:00 - 3:30 SP201 Dir. Room 3

FRI.

8:30 - 10:00 FA108 Dir. Room 3

10:00 - 11:30 FA201 Rochester Room

11:30 - 12:30 Marketplace or lunch

12:30 - 2:00 FP101 Dir. Room 3

2:00 - 3:30 FP203 Ballroom F

X-From : Wed Nov 22 16:48:41 2000
From: "Richard Baskwill" <rbaskwill@...net>
To: "Ellis Jones" <ellj@...>
Cc: "Glenn Grove" <cyn@...>
Subject: Re: Seminar Honoraria
Date: Wed, 22 Nov 2000 17:48:01 -0500
X-MSMail-Priority: Normal
X-Mailer: Microsoft Outlook Express 5.00.3018.1300
X-MimeOLE: Produced By Microsoft MimeOLE V5.00.3018.1300

Ellis, thank you for your thoughtful and comprehensive reply.

Happy thanksgiving!

Dic Baskwill

----- Original Message -----
From: "Ellis Jones" <ellj@...>
To: "Richard Baskwill" <rbaskwill@...net>
Sent: Wednesday, November 22, 2000 3:11 PM
Subject: Re: Seminar Honoraria

> Dic: Thanks for your note. The payments made to seminar presenters has
> varied greatly. When we were discussing this for the Minneapolis
National,
> I made a personal suggestion based on what I had done for several years
> when I was organizing one-day seminars and three-day conferences for
church
> secretaries. Over a period of 17 years, I did 55 seminars and 9 national
> conferences.
>
> I used a rate of \$100 honorarium per hour plus expenses. If the speaker
> happened to live near the place where the seminar/conference was held,
> there was no payment for mileage although we did cover the cost of
> duplicating handouts. If the person was from a distance, we would pay the
> IRS mileage rate (I believe it is 31 cents a mile). If they had to stay
> over, we would also cover their housing plus meals. Although arranging
for
> seminar speakers for church secretaries events is a little different from
> Welsh nationals, there is a common thread of asking someone to make a
> presentation and then paying them for what they do.
>
> My suggestions:
> 1. Use \$100 as the honorarium for each hour that they present; \$200 if
they
> present twice.
> 2. Offer to pay for duplicating and handouts and to provide any audio
> visual equipment which they might need.
> 3. If they are from a distance, options to offer might be:
> a. A flat extra fee to cover their expenses
> b. Offer a mileage rate if they drive or coach fare if they fly or ticket
> cost if they travel by bus or train.
> c. Waiver of Registration fee. Note, however, that if they personally
> decide they want to attend the concert or banquet or Eisteddfod or other
> seminar, they would have to pay for those.
> d. A free ticket to the concert and/or the banquet.
>
> Because each seminar speaker situation is unique, it may be difficult to
> have a standardized amount. In some cases, my experience has been that
> "headliners" for a concert or for the banquet usually get more than the
> minimum. In one case, I remember we paid \$500 plus expenses for a dinner
> speaker but we had over 200 in the audience which averaged out to about \$4
> per person and he was very good.
>
> At any rate, why don't you start with a basic figure and add to it
whatever

> you feel is appropriate. In some cases the speaker will waive all fees
> and
> in other cases, the speaker may want more than the minimum. Keep me
> posted.
> Ellis J.
>
>