

To: [redacted]
From: Mary Henry <mhenry@wngga.org>
Subject: 2002 Harrisburg Seminars
Cc:
Bcc:
Attached:

Rev. Baskwill:

Hope this note finds you and your family well and enjoying the last couple months of winter. Temperatures are in the 20s here and with a little snow on the ground it is quite nice.

Today in the mail we received our first two registrations for the Harrisburg National. Ron Roberts and Glenn Grove have told me you are in charge of the seminars. Would you please let me know if there are any seminar presenters who want to limit the number of people in their sessions.

It is my understanding that you are going to wait until you see how the numbers fall for each seminar before assigning rooms. Next month we will be printing tickets so if you could by then give me the number of tickets you would like printed for each seminar that would be helpful. I don't know what size rooms you have available or their capacity so a ballpark figure for each seminar will be sufficient.

Also, are you requiring your seminar presenters to pay a registration fee?

All the questions for now, but I'm sure I will be in touch. Thanks in advance for your help.

Mary Henry
WNGGA Secretary

From: "Richard Baskwill" <rbaskwill@chapel.net>
To: "Mary Henry" <mhenr
Subject: RE: 2002 Harrisburg Seminars
Date: Mon, 11 Mar 2002 18:34:00 -0500
X-MSMail-Priority: Normal
X-Mailer: Microsoft Outlook IMO, Build 9.0.2416 (9.0.2910.0)
Importance: Normal
X-MimeOLE: Produced By Microsoft MimeOLE V5.00.2615.200

Hello, Mary. We have had a very dry and warm winter, which may seem nice but which has led to drought conditions.

The teacher for the Welsh folk stories only gave me one summary, so it appears that the seminar will be repeated.

The same is true of the Folk Dancing and Ysgol Gan, except that these are audience-participation skill-building seminars, and there could conceivably be someone who would want to take them twice! I would expect that most people, though, would not repeat them.

Let me know if this answers your questions or if you have any other questions.

Regards,

Dic Baskwill

To: rbas
From: Mary Henry <mhenry2@gac.edu>
Subject: 2002 Harrisburg Seminars
Cc:
Bcc:
Attached:

Rev. Baskwill:

The sun is shining here and with the snow/ice covered ground it is a beautiful sight. Hope it is easy to get around in your area.

I have a question regarding the duplicate seminars on Friday and Saturday. Are the same Welsh Folk Stories being told in the Friday seminar as in the one on Saturday? Also, are the Folk Dancing Seminars the same on Friday as Saturday or would a registrant learn something different by taking them both. And the same question applies to Ysgol Gan.

Thank you for your reply.

Mary

From: "Richard Baskwill" <rbaskwill@hawaii.net>
To: "Mary Henry" <mh1henry2@gac.edu>
Cc: "Glenn Grove" <grovgl@xula.edu>
Subject: RE: Registration Update
Date: Sat, 20 Jul 2002 09:35:25 -0400
X-MSMail-Priority: Normal
X-Mailer: Microsoft Outlook IMO, Build 9.0.2416 (9.0.2910.0)
X-MimeOLE: Produced By Microsoft MimeOLE V5.00.2615.200
Importance: Normal

Mary,

Our seminar rooms are rather large, so there is no immediate danger of their becoming filled. However, some of the seminar registrations are running surprisingly high. I think that in order to keep them from becoming unwieldy we'd better establish a registration cap for each seminar now, so I'm proposing that we place a cap of 100 registrants per seminar now. If a seminar reaches that number, I guess you'll have to mark them "full". What you want to do at that point is up to you. For example, you could ask additional registrants to choose another by mail or ask them to check at the registration desk upon arrival for other seminar availability.

Thanks.

Dic Baskwill

-----Original Message-----

From: Mary Henry [mailto:mh1henry2@gac.edu]
Sent: Friday, July 19, 2002 9:32 PM
To: rdb2616@comcast.net
Cc: CYM [mailto:CYM@USA.COM]; garyyan.@nfd.com; rbaskwill@hawaii.net
Subject: Registration Update

Members of the local venue:

This was a pretty good week for registrations.

Weekly registrations equal 82 Grand total 522
Weekly payments equal \$8,469 Grand total \$57,960

Pat,

At the end of next week we should be cutting another check. Today I put in the mail a check for \$80.00 for the 8 registrants who have cancelled. I still owe you another \$20.

Rev. Baskwill:

Would you please let me know if there are any seminars which are reaching room capacity. We have been contacted by Becky Johnson of Wales who is helping 22 clients come to the Gymanfa Ganu. I told her we had room for everyone for all events. I sure hope I wasn't telling a tall tale.

Also, she mentioned sending a spreadsheet with all the registration information on it. I told her it had not been sent to us and I have asked for a copy. If she doesn't respond, do any of you have the one she sent?

To: rdb2616@comcast.net, gervy [REDACTED]
From: Ellis Jones <ellis@harrisburg.edu>
Subject: Bad News
Cc: cymrol@ixiusa.com, sarah walker [REDACTED], aupsha [REDACTED], lowens-wha [REDACTED]
dmar [REDACTED], nuw.wil [REDACTED], berwynjd [REDACTED]
Bcc:
Attached:

Folks:

It is with much regret that I inform you that MARY HENRY (Headquarters Secretary) will not be able to come to Harrisburg. Just this afternoon we learned that her back problem turns out to be so serious that she will probably undergo back surgery as soon as it can be arranged. This note is sent to all of you to alert you to this situation.

DONNA GREEN, another member of Headquarters staff, will be taking Mary's place. RON and PAT, DONNA will be available to help you with the on-site registration procedures including processing the credit card charges. DONNA will be very familiar with the pre-registration packets and can help persons who have questions about the packets.

With regard to the physical layout for the registration area, SARAH WALKER at Hilton Hotel sent a tentative diagram to me. It is a rectangular area on second floor outside of the Lancaster Room with tables on four sides. RON and PAT, could we talk this over in detail on Wednesday during the day when we can actually be in the area on second floor and then let SARAH know.

As I have indicated before, my wife and I will be arriving late Tuesday afternoon. After we get our room assignment, I will check with hotel to have boxes delivered to my room. The boxes from headquarters should have arrived on Monday or Tuesday. They are being sent by UPS on Wednesday (day after tomorrow).

With regard to the registration area, my suggestion (as noted in an earlier e-mail) is that pre-registration packets be on one side with one or two of your volunteers distributing them. One of the WNGGA Trustees (JOAN MANDRY) has offered to help distribute them too.

The sale of t-shirts, mugs, etc. could be on another side and the actual registration area would be on a third side. This way the lines will not inter-mingle.

We will be bringing the following for the registration area: pre-registration packets, a supply of credit card forms, two credit card machines, blank copies of the registration form, a supply of ball point pens, blank name tags, and name tag holders, a ticket holder device, plus the unsold tickets.

RON, am I correct that you will have arranged for someone to prepare the on-site name tags?

In terms of handling the rush of on-site registrations and the handling of the money, PAT, I assume you will let DONNA know how you want to handle that. We will want to bring back to headquarters the registration forms of all persons who register on-site in Harrisburg so they can be entered into the data base.

Finally, as stated above, copies of this note are going to a number of people so that we are all on "the same page."

If you have any questions, be sure to be in touch with me. This is an unexpected development but I am confident that the on-site registration procedures will be handled extremely well by the venue committee and the folks who make their initial contact with the Harrisburg venue at the registration desk will be very pleased with the efficiency and friendliness which they will encounter.

Ellis J.