

Minutes of the North American Festival of Wales Committee meeting April 12, 2003 Richmond Inn, Richmond, B.C.

*Present: Alan Upshall (chair), Lynne Owens Whalen (vice chair), Gerri Baker Parry, Phil Humphries, David Lintern,*

*Helen Steinle, Don Murray, Gaynor Evans.*

Review of minutes of March 8, 2003 meeting.

**Registration:** All forms have been mailed out. Currently, 34 forms have been mailed back to HQ, 25 of which are registrations and 9 donations.

**Cook Book:** Recipes are coming in and can still be mailed to Jane Byrne, Kathy Thomas or Lynne.

**Financial:** (Helen) Bank balance to date. \$6,604.76US.

On hand we have \$1,183.00 US tour money, total US funds = \$7787.76

Alan received an e-mail from Ellis Jones indicating that WNGGA funds are very low and they are in financial difficulties. Ellis advised that there would be a proposal at the Stratford meeting, for WNGGA to assume control of the NAFOW finances immediately. The committee agreed that a change now would cause much disruption and Alan is to indicate at the meeting that this is not possible for this year as the Festival is too far ahead in the planning. It was agreed that we would offer to repay WNGGA the loan of \$3,000 out of the funds in Minneapolis that have been collected by HQ for registrations. If accepted, HQ will need to inform Helen of the break down of the funds so that Ellen can keep the budget up to date and Alan will ask Ellis to continue sending a full accounting of individual events. **ACTION ALAN**

Helen passed on information regarding GST. To redeem GST we need to forward all receipts, the Festival program, information on WNGGA and fill out the necessary forms. The Tax auditor will then decide whether we are eligible for a refund. Are we classed as a convention (GST refundable) or entertainment (non refundable)? Do we need to pay GST if funds are left in US account? The general feeling was that we would but this should be checked out.

**ACTION HELEN AND DON**

**Tours:** Current bookings:

Victoria (8)

Whistler (2)

Parks and Gardens (5)

Multicultural (4)

Alaska Cruise (44)

Helen will make up tour tickets in a different color ( the Festival logo in black) for each tour. The tickets will be placed in individual envelopes showing the name of the registrant and the tour name. Helen will coordinate with Ellis at the NAFOW to combine the ticket packets with the registration packets. Helen will keep Ellen updated on numbers for the Master Budget. Helen should have a copy of the contract with Gray Line from Lynne who is the coordinator with the bus company. Gray Line will need a deposit in July and will need tour numbers in August. **ACTION HELEN**

**Sunday Activities:**

David advised that he is still awaiting the report from the Fire Marshall regarding how many people McNeil gymnasium can seat. If 900 - 1000 will it be big enough or should we use the banquet hall at the hotel?

If we use the school bleachers we would be able to seat more. The floor seats could be offered to ticket holders and others would use the bleachers. Once we have approved seating Alan and David will contact Eric, Richmond School Board and ask to visit the school to look at the room with and without bleachers.

It was decided that unless something drastic comes up, we will hold the Gymanfa at the school. We will encourage local people to attend the evening Gymanfa as numbers for this session are usually lower.

Phil will accompany David and Alan so that he can look at Gateway Theater, the venue for the Eisteddfod.

**Organ:** Jeff Howard has requested a 3 manual Rogers organ for the Gymanfa Ganu. David has been in touch with several organ rental agencies and this particular organ is not readily available. He will visit Rogers Organs in Richmond when he is in town to look at the school. A piano and microphones will be needed for the weekend and this can be discussed with Eric (Richmond School Board) together with the possibility of using and looking at the old Richmond High gymnasium for the Gymanfa.

**ACTION DAVID**

**Eisteddfod:**

Only 3 entries have been received so far but Phil has not yet advertised to the local public. He will do so at the end of April. We need to access and contact Universities, High Schools, Music departments at schools and also the B.C. Choral Federation. Posters showing e-mail address/contact will be made up by the middle of May and can be circulated to the above and locally.

The David G. Morris trophy prize for the semi professional solo needs to be purchased. **ACTION**

**PHIL**

Question; Should the youth choirs have to sing a Welsh song?

**Raffle:** At present we have accumulated 2 free tickets for the Alaska Cruises, from the 44 reservation already made. It was decided to raffle these to the volunteers for the Festival weekend. Alan will contact Ginny of White Rock travel to find out how soon the free tickets have to be used and/or expiry date. **ACTION ALAN**

**Opening Ceremony:**

Alan has been in touch with the Mayor of Richmond, Malcolm Brodie, and he has agreed to attend the Opening Ceremony

**Market Place:**

Gerri has sent out information but so far has had little response from vendors. We already have complimentary tables booked and there has been a response from organizations etc. that want to display information pamphlets and brochures.

It was suggested that we have a table for the sale of CD's. Dunvant will probably have their own sales person but if we sell others e.g. Jason Howard's then we would need an experienced person to oversee. **ACTION GERRI**

**Catering:**

Lynne showed plans of table set up in the banquet hall at the hotel and it shows a capacity of 620 seats (poss. 650).

There are two locations outside the room for bar services.

Larry Mitchell and Kathy Ritchie have agreed to take care of decorating the site and will be in charge of banners and flags. These should have the owners name attached so that they can be returned.

The catering committee has planned a meeting for Monday, April 21.

The Salmon BBQ has shown to be very popular.

### **Grand Concert:**

**Ticketing:** The Orpheum Theater holds approx. 2700 and so we need to sell as many tickets to fill the theater.

Ticket Master is printing the tickets at a cost to us of 15 cents per ticket and we pay them a 5% commission on every ticket sold. We will receive 1200 in May for distribution to registrants and the surplus will be sold locally with a block of tickets hopefully being sold by the VWMC.

Any unsold tickets can be returned to Ticket Master and conversely, we can purchase more tickets from them for \$40 plus commission. Tickets can be bought via telephone and e-mail from Ticket master outlets for \$44.

It was agreed that we sign the contract with them. **ACTION LYNNE AND DON**

### **Concert Name: Singing the Songs of Wales or Singing the Music of Wales**

After discussion, it was agreed that we accept Dunvant's choice of **WALES, A MUSICAL JOURNEY.**

Jeff Owen to be approached to act as Concert Master for the Grand Concert. **ACTION ALAN**

**Complimentary Tickets:** These are usually given to sponsors. Alan asked that the committee give some thought as to who else should have a free ticket and should let him or Don know as soon as possible.

### **Shuttle Buses:**

Gray Line has given a quote of \$3,825 + GST each way from Richmond to the Orpheum Theater, Vancouver and return. We will need the buses from 5.30pm to 11.00pm with buses leaving from the Richmond Inn at staggered intervals.

4 buses seating 45 guests will leave at 5.30pm

4 " " " " " " " 6.00pm

5 " " " " " " " 6.15pm

4 " " " " " " " 6.30pm

Lynne to ask Gray Line to set up a contract.

Lynne will have a quote from the Richmond School Board on the cost of using school buses to shuttle guests to and from the Gymanfa on Sunday. **ACTION LYNNE**

### **Publicity: How do we advertise the Festival?**

Original brochures have been handed out by the VWMC and the Orpheus Male Choir at their concerts and others and the Welsh Society in N. California have copied and advertised in their newsletter.

Advertisements will be put in Welsh Society newsletter with a contact number and e-mail address.

Registration forms can be downloaded from our web site and mailed to HQ. Rob Lintern has done an excellent job of putting the web site together and it is working extremely well.

Peggy Heath is working on our new updated brochure and about 3,000 will eventually be printed.

These will be distributed to local festivals, concerts, libraries community centers and seniors homes, locally and in the U.S.

8 1/2 X 11" posters will be printed and distributed and will show Festival office number, e-mail address and a contact number for Grand Concert tickets. It is advised that individual requests for concert tickets be directed to Ticket Master.

The Orpheum Theater will be advertising the concert in newspapers under up-coming events, Ticket master will display posters at their outlets and the Celtic Connection will continue to give us advertising space in their newspaper.

Evans Paschall to be advised that the Celtic Connection be placed on the sponsor list in the official program.

The Media and Press will receive complimentary tickets to the Grand Concert.

The budget is in good shape and there is money available to advertise in the Vancouver Sun newspaper and Richmond newspapers.

Tourism Vancouver already have a release on the Festival but it needs to be updated.

It was suggested that we sell good quality sweatshirts displaying the Festival logo at the Market Place. We need to decide how many we want and what color. We need a volunteer to oversee this project and contact Costco for a price. Any sweatshirts not sold at this years Festival can be given back to WNGGA and sold at next year's Festival. **ACTION?**

#### **Brian's Plan:**

Wyn Morgan has agreed to organize a data base for volunteers. **ACTION ALAN**

The committee need to scrutinize the Plan and update where necessary and let Brian know of any changes. **ACTION ALL**

#### **Public Ceremony:**

City Hall, Richmond to be notified that the Opening Ceremony will start at 2.00pm. **ACTION ALAN**

#### **Insurance:**

The Event Liability Insurance does have to be done until May.

We do not need Personal Liability Insurance. The committee needs to send a letter to WNGGA informing them that we have volunteers for the event and are not personally responsible for any financial loss. **ACTION ALAN**

In future, WNGGA will be responsible to take out insurance for the Festival.

**Wednesday's Tour:** Alan will meet with guests taking this tour, on Tuesday evening and hand out tickets and information at that time.

**Rugby:** A rugby game will not take place as Alan has nor received any communication from the people involved.

Gerri informed the committee that she is getting information and/or permission to show videos or DVD's on Wales.

Next meeting: Saturday, May 3 2003