

Minutes of the North American Festival of Wales committee meeting, Richmond Inn, Richmond B.C.

August 2, 2003

*Present: Alan Upshall (chair), Lynn Owens-Whalen (vice-chair), Phil Humphries, Don Murray, Helen Steinle, Neville Thomas, Gaynor Evans.*

**Review of minutes of the July 12, 2003 meeting:**

**Shuttle buses:** *Contract has been signed and an advertisement in the program purchased by Gray Line.*

**Sunday Service:** *The order of service has been sent to Evans Paschal for the program. Elizabeth Murray has agreed to do the English reading. Bill Brookes, Northwest Music has provided insurance for the organ in his rental quote.*

**Grand Concert:** *There will be a separate table from Ticketmaster for pick-up of tickets ordered over the phone.*

*Peggy Heath won an honorable mention for our logo design at the competition in Chirk, Wales.*

**Levy and Salmon:** *David is waiting for more information on costs of rentals.*

*Alan has sent a letter of acknowledgment to Grenville Thomas but as yet has not written to the British Consul or the Mayor of Richmond. ACTION ALAN.*

**Market Place:** *Gerri has received more requests for tables at the Market Place. it was decided to forgo aprons for volunteers; lanyards without a button will be worn. Gerri has ordered 96 baseball caps and 250 T-shirts displaying the Festival logo to be sold at the Market Place. They should be ready in the next week and Alan will bring them over the border at intervals.\* The market Place set-up can now take place on Wednesday as the hotel is available.*

**Mabon:** *The group has a gig at the Wolf and Hound on August 30.*

*Alan has contacted Clive Rowlands and explained the financial situation.*

*We will not be contacting the Vancouver Airport re. help with directing guests to shuttle buses.*

*Movies cannot be shown through the hotel cable, but S4C has given permission to show Welsh videos/films.*

**New Business:**

**Financial:** *as of July 31, 2003, \$ 23, 693. 97 Cdn. and \$ 46, 966. 82 US.*

Alan proposed that we pay back the loans to the Puget Sound, Victoria and Vancouver Welsh Societies

**Tours:** Victoria Day Trip = 86  
Skyscrapers/Tall Trees = 24  
Parks and Gardens am. = 36  
Parks and Gardens pm. = 22  
Multicultural = 29  
Whistler Day Trip = 25

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**Registration:** 504 registration forms have been received. Mary Henry circulated cumulative registration totals showing numbers of people registered for each event and moneys taken in. Discussion as to whether non registered guests will be able to buy event/seminar tickets at the desk

It was agreed to place a surcharge on all events/seminars, except the Grand Concert, for guests not wishing to register. Tickets will be picked at the Registration desk, but last minute walk-ins may purchase tickets at the door if space available.

Non-registrant Prices:

West Coast BBQ = \$35

Mabon Concert = \$30

Dylan Thomas = \$12

Seminars: All = \$18

Eisteddfod = \$12 each session

Grand Banquet/Concert = \$65

Reel Wales = ?donation

Festival Grand Concert = \$40

Gymanfa Ganu = \$7 each session

Intersessional Meal = \$25

**ACTION ALAN:** To inform Mary of the changes.

**Mabon Concert:** 287 tickets have been sold. There is still lots of room in the ballroom, so the concert can be advertised and tickets sold to the general public.

**ACTION ALAN:** to ask Mabon if they will consider putting on a concert at Gateway on Friday evening at 8pm for the local people. Our expenses will be taken out of the gate and profits shared 50/50 with them.

Gateway will be asked to set up the concert and attend to ticket sales (adult \$15, seniors and students \$10) and we will guarantee cost of staffing.

We already have a contract with Gateway for the weekend, but City Hall will be asked to subsidize Gateway for the Friday evening. **ACTION ALAN.**

**Publicity:**

Don has arranged a press conference meeting on August 21 at City Hall. He will give a formal presentation of the Festival program to the local newspapers etc.

Richmond Center Mall has donated 1000 delegate bags for hand outs together with a brochure listing shops that are offering discounts for guests of the Festival. It was suggested that we have a procession through the mall to City Hall for the Opening Ceremony and afterwards, back to the hotel.

Don is trying to set up interviews on City TV for Jason Howard and Mabon.

Press releases will go out in the coming week to newspapers, the media etc.

Posters have been mailed out to churches and Interlink (libraries in the lower mainland).

Don has been in touch with Gerry Hilderbrand re. access to VWMC mailing list. It is not feasible cost wise to pursue this.

Neville has sent 209 mailouts to past and present members of the Vancouver Welsh Society.

### **Cook Book:**

The cook books are now available and can be bought for \$10 Cdn. and \$7 US. Lynn will keep a list of names of sellers and the number of books taken. They will also be for sale at the Market Place.

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**Audio/Visual:** Still waiting for a quote from the hotel. (Huw Upshall will be in touch with Chris C?

Richmond Inn.

**Room Plan:** The WNGGA and BOT meetings will now be held at the Hilton Hotel freeing up the Fraser Room for Reel Wales.

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

Hotel are very satisfied with the Plan.

### **Plan Updates:**

3.1.2. Alan and Wilf will man the Welcome table in the lobby to distribute tickets for the Wednesday tour. Helen is looking into brochures on Victoria.

3.2.1. Wilf will oversee the departure of Victoria Day Trip tour.

3.2.4. The Executive Committee meeting: The Hilton Hotel.

3.2.5. Registration desk: Westminster room from 5pm - 8.30pm

3.2.6. Wednesday at 2pm: Stuffing envelopes and bags donated by Richmond Center (maps of hotels, tourist maps, directions to the Winter Club, GST reimbursement forms etc.)

Hotel to be asked to have tables set up in Westminster room. We will need as many volunteers as possible.

Ann Atkins room and the Garden room available to us.

Make sure everything has been brought up from Seattle.

3.3.3. Is now a new item on Wednesday; 3.2.6.

3.3.4. Change location to the lobby.

3.3.7. Volunteer room set-up. A configuration of room set-up meeting with the hotel is scheduled for Wednesday, August 20.

3.3.8. Richard T?, is the contact with City Hall, with Evans Paschal overseeing and Gwyn Evans checking that chairs etc. are put out. Bill Brookes is looking after piano and drums. Mabon will check the sound system.

3.3.9. Ballroom set-up: Chris C?, Richmond Inn. Mabon will check technical.

3.3.12. Opening Ceremony: Possible procession through the mall. Mayor to be asked if you he will participate. Invite other Celtic groups to get involved; have Welsh, Scottish, Irish flags at front of procession. **ACTION NEVILLE.** Also Alan, Lynn, WNGGA board of directors, and as many participants as want.

Assemble at 1:15pm at the hotel to leave at 1:30pm. **ACTION ALAN:** contact trustees.

Jason Howard has agreed to give a short performance and will be asked to close the ceremony.

Shuttle buses will be available to take Jason, ?Mabon and any disabled guests to the hotel.

3.3.14. West Coast BBQ: Ask hotel for morning set- up (discuss at room configuration meeting)

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3.3.15. Opening Ceremony Rehearsal: Ticket holders only.

Assemble at 6:45pm. Mabon will start the ceremony. **ACTION ALAN:** to choreograph.

Rhodri Morgan and Jonathan Jones will not be attending the Festival.

3.3.19. No Host Bars (2) to be open at 6.30pm.

3.3.20. Dylan Thomas Hour: Hilton Hotel. The hotel will take care of the No Host Bar. Guaranteed take = \$300.

3.3.20. Poems and Pints: Will try to solicit prizes for a raffle.

3.3.22. Informal Singing: Tom Gethin is organizer. Check that hotel piano has been tuned. **ACTION?**

3.4.1. WNGGA Board of Trustees Meeting: Location change to the Hilton Hotel. Ellis Jones is working with the hotel re. set up.

3.4.6. Tour (FT03) Wilf will oversee departure. **ACTION HELEN:** Check with Gray Line whether deposit depends on number of guests booked.

3.4.7. Tea Room Set-up: There will be two tables for Welsh speakers (Siarad Cymraeg Yma)  
Where can we store Welsh Cakes? Ask Harolyn whether the hotel has a facility we can use.

**ACTION LYNN.**

3.4.8. - 3.4.19. Seminars: Volunteers should be on site before seminar start time (8:30am)

**ACTION NEVILLE:** to find out whether presenters can forward presentations before hand so that information can be put onto computers ready to be brought into seminar rooms at 8:45am.

Neville has three volunteers for each seminar. **ACTION NEVILLE:** to go through seminar list and insert item for seminar set-up time.

3.4.10. Adult Solo: 9:30am: Rehearsal for semi-professional on stage, accompanist, Jeff Howard.

Amateurs in the rehearsal room; accompanist, Bev Ratajak. **ACTION PHIL:** Find out whether

the accompanists need 'page turners'.

A table will be needed on stage to hold the trophies and another will be needed for the adjudicator, Jason Howard. **ACTION PHIL:** to find where Jason wants to sit to adjudicate.

Jason will also be asked to present the trophy to the winner of the amateur competition.

A volunteer is needed to meet Jeff Howard at the ferry and drive him to Gateway.

**ACTION PHIL:** E-mail competitors with a sign up sheet for rehearsal times.

Gateway staff will sell tickets to any walk-ins.

Gateway will open at 12:30pm. Phil will introduce competitors.

3.4.11. Tea Room: Set-up at 9:30am

3.4.12. Tour (FT04): Assemble at 9:30am. Wilf will oversee departure.

3.4.15. Greta Upshall will take tickets.

3.4.20. Eisteddfod: 1:00 - 3:00pm amateur solo competition and story telling.

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3.4.21. W.N. Chamber of Commerce: Their needs have been passed on to the Hilton Hotel.

3.4.26. AWO meeting: 2:00pm Hilton Hotel. **ACTION LYNN:** check set-up with Roma.

3.4.30. Grand Banquet/Concert: Doors open: 5:45pm. Guests seated: 6:25pm Start: 6:30pm.

Procession of WNGGA officials and dignitaries to reserved tables at front of hall when everyone seated. Bron Journey will be asked to M.C. start of Banquet.

Ask hotel to set up a wine bar for bottle sales. **ACTION LYNN.**

Alan will make a short welcome speech; Lynn will do 'thank you'.

3.4.32. The Orpheus choir will gather at the Garden Room ready for 'Poems and Pints'.

3.4.31. Reel Wales: Welsh movies throughout the day in the Fraser Room.

3.5.1. Ninnau breakfast: Artro Roberts.

3.5.6. WNGGA AGM: 7:00am in Minoru D.

3.5.7. Eisteddfod: Same set up as Friday. 9:30am - semi-professional solo competition.

**Volunteer meeting scheduled for Wednesday, August 20 at 7:00pm.**

Alan proposed that the volunteers are given a Festival T-shirt and hat.

Next meeting: ?