

North American Festival of Wales
Buffalo 2004

Venue Planning Committee Meeting

Thursday, April 24, 2003

9 a.m. to 12 noon

Adam's Mark Hotel

AGENDA

1. Minutes of January 3-4 meeting
2. Review of Schedule of Events and Time Blocking Charts - Myfanwy
3. Draft Budget and Financial Report - Ed Field
4. Reports from Committees
 - a) Myfanwy - Concert, Catering (NWAFF)
 - b) Martha - Noson Lawen, Sunday Events
 - c) Berwyn - Program Booklet, Seminars
 - d) David - Informal Singing, Props
 - e) Trudy - Youth/Child, Publicity
 - f) Robert - Marketplace, Goat Island
 - g) Geraint - Tours, Meeting Preparations
 - h) Alan - Fundraising, Recording
 - i) Alison - Eisteddfod
 - j) Ellis - Registration
5. How to Honour Nelson Llewellyn?
6. Advance Flyer for Richmond
7. Any Other Business
8. Adjournment

2004 Venue Planning Committee Minutes
April 24, 2003

A meeting of the 2004 Venue Planning Committee was held on Thursday morning, April 24, 2003, at the Adams Mark Hotel, Buffalo, New York. A list of persons present is given on the reverse side of this sheet. The meeting was called to order at about 9:04 a.m. by Chairperson Myfanwy Davies. Copies of the agenda were distributed.

- 1.0 Minutes of January 3-4 were reviewed. Motion made, seconded, and passed to approve.
- 2.0 Timetable and Room Blocking Chart. Copies were distributed with several changes made.
- 3.0 Budget. Ed Field distributed copies of a proposed 2004 budget based upon his analysis of the final financial reports for the past several years. A general discussion ensued.
- 4.0 Reports from Committees. Each committee chairperson presented information pertaining to these assigned areas. Numerous questions were raised in the discussion. In a discussion on the Grand Concert, motion made, seconded, and passed that further information was needed regarding costs to invite the Toronto Welsh Male Chorus. Ed Field agreed to secure the information. In a discussion about other artists, it was agreed to delay any decision until a later time. Meirwyn Walters, Massachusetts, will be the Gymanfa Conductor and Alun Thomas, Ottawa, the principal organist. J. Wyn Davies will be the Sunday preacher.
- 5.0 Nelson Llewellyn. In a discussion it was decided to have a dedication page in the program booklet with a special announcement at the Grand Banquet.
- 6.0 Advance Flyer. It was agreed that there needs to be numerous decisions made concerning the program so that it can be incorporated into the information brochure to be distributed in Richmond.
- 7.0 Other business. Suggestion made to look into the possibility to have business cards printed.

The meeting ended at 1:00 p.m.

Respectfully submitted,



Ellis J. Jones, Venue Committee Secretary

	REGISTRATION AND INFORMATION	MARKETPLACE	TOURS ?																	
7 a.m.																				
8 a.m.																				
9 a.m.																				
10 a.m.																				
11 a.m.																				
12 noon																				
1 p.m.																				
2 p.m.																				
3 p.m.																				
4 p.m.																				
5 p.m.																				
6 p.m.																				
7 p.m.																				
8 p.m.																				
9 p.m.																				
10 p.m.																				
11 p.m.																				
12 midn																				

Vendor
Setup
?

Early
Reg.
Pickup
and
Banquet
Seating
?



Time	Registration and Information	Marketplace and Tea Room	Ballroom	Room	Child Youth	Tours				
7 a.m.										
8 a.m.										
9 a.m.										
10 a.m.										
11 a.m.	REGISTRATION, INFORMATION BANQUET SEATING, TICKET SALES	MARKETPLACE and TEA ROOM	PIANO, ORGAN, CHAIR SETUP							
12 noon										
1 p.m.										
2 p.m.										
3 p.m.										
4 p.m.										
5 p.m.										
6 p.m.										
7 p.m.										
8 p.m.										
9 p.m.										
10 p.m.										
11 p.m.										
12 midn										

REGISTRATION, INFORMATION
BANQUET SEATING, TICKET SALES

MARKETPLACE and
TEA ROOM

PIANO, ORGAN, CHAIR SETUP

ROOM
CHILD
YOUTH

TOURS

NOSON LAWEN REHEARSAL

REGISTERED MOD
PRELIMINARY

OPENING CEREMONY
NOSON LAWEN

INFORMAL SINGING

Time	REGISTRATION and INFORMATION	MARKETPLACE and TEA ROOM	BALL ROOM	ROOM	MEETING ROOM	SEMINAR ROOMS	CHILD YOUTH	TOURS
7 a.m.								
8 a.m.								
9 a.m.								
10 a.m.	REGISTRATION, INFORMATION BANQUET SEATING, TICKET SALES	MARKET PLACE and TEA ROOM.	Banquet Setup.	KISTEDDIDOD PRELIMINARY?	WUNGGA BOT	1st SEMINAR SLOT		
11 a.m.						2nd SEMINAR SLOT		
12 noon						3rd SEMINAR SLOT		
1 p.m.								
2 p.m.								
3 p.m.								
4 p.m.								
5 p.m.			Artist Rehearsal.	GOAT ISLAND				
6 p.m.		Recept.						
7 p.m.								
8 p.m.								
9 p.m.								
10 p.m.								
11 p.m.								
12 noon			INFORMAL SINGING					

pool
Pizza
Party
?

2004 NAFOW Planning Committee

Seminars Committee April, 2003

The Seminar schedule will be shorter than in the past, so I propose to limit our speakers to the very best and most popular.

Proposed Seminar Speakers/Subjects:

Henry Jones-Davies, Publisher of Cambria Magazine (Has accepted)

An Antiques expert: The speaker in Columbus attracted a huge audience.

Internet Genealogy

Welsh Genealogy by Sheila & John Rowlands, authors of 4 books on Welsh Genealogy (Funding Needed for travel from Aberystwyth)

Welsh Dog Breeds: Again, Columbus had a hugely popular demonstration

History of the Welsh Language by Huw Edwards, BBC presenter

Wyn Davies, Minister from Aberystwyth, on "Nonconformity in Wales Past, Present and Future"

Ysgol Gan

Welsh Language Lessons

Welsh Tourist Board – but this time on a specific topic, such as Welsh Gardens, Or Welsh castles?

Welsh political scene – Plaid Cymru or Labour????

WAY OUT IDEAS REQUIRING FINANCIAL SUPPORT:

Representative of the Welsh Folk Life Museum. *M Faganis*

Hazel Davies on Welsh drama (Martha says she is extremely good, but would need financial support to come from Wales)

Jan Morris, a well-known Welsh author & speaker

Representative of the new Botanical Garden of Wales

Representative of the Royal Welsh Agricultural Show

Sara Edwards, BBC Wales personality and former Cambria columnist.

Dr. Robyn Lewis, Archduid, on the Eisteddfod

Representative of the Welsh Language Board on the future of Welsh Language

Concerns:

What honoraria can be offered? A part of the proceeds?

May we go out soliciting support for specific speakers? Or is the WNGGA fundraising effort the only permitted approach to donors?

How can we coordinate with whomever is in charge of the banquet speaker, so we get multiple use????

Wild ideas:

Why not invite Rowland Williams, the new Welsh Archbishop of Canterbury????? All he can do is say no. If we collaborate with NWAFF, he could be presented with thei annual award, and we could have a super banquet speaker and church service leader.

Failing that, how about the new (yet to be named) Archbishop of Wales????

Wayne Herbert, Cornell?
Hefina Phillips
John Otley
Rachel Birt
all Rease - History

Notes: NAFOW 2004 BUDGET

04-02-25

1. The basic budget was the one dated 03 08 21 presented at Richmond, which was based on info available from different sources, and was a simple "target scenario" budget.
2. This budget is the downloaded budget from Richmond and updated and changed to meet NAFOW 2004. All the formulae in the cells have been changed to work with this 2004 budget. There are no drill-down facilities in this version to breakdowns of individual cell amounts as was available in the Richmond budget. Whether or not this can be done on the facilities available to me remains to be seen.
3. The budget has been updated to show contractual liabilities, eg hotel, as actual expenses and to incorporate estimates of expenses to date from sub-committees and others. If showing contractual liabilities as paid expenses is not acceptable they can easily be removed and added when actually paid.
4. The notes below also include in the estimates feedback from 1999,2000,2002 as well as Richmond
5. Notes on the line items.
- 01 The hotel will charge \$9,000/day for 6 days if there is 59% or lower total sleep rooms.
\$6,000/day for 6 days 60%-69% total sleep rooms.
\$3,000/day for 6 days 70%-79% total sleep rooms.
The meeting space is complimentary if we reach 80% or over. The \$3,000/day figure is used as the "target" figure. The \$9,000/day is the "pessimistic" figure. The actual expenses is the pessimistic expense less the \$2,000 deposit.
- 02 The "pessimistic"/ "target" / "optimistic" ,PTO, figures are 500/700/800 tickets. Meal costs \$35.00/tkt (est).
- 03 PTO figures are 800/1000/1200 visits to the tea room. We charge or request a "donation" of \$2.00/plate. The hotel charges \$1.50/cup, tea or coffee, and we are assuming the welsh cakes are free but if there are ingredient costs they will have to be added with a possible increase in the plate "charge".
- 04 At present there is no info on a charge for this and at the moment the artists costs are covered in the Grand Concert and Folk Concert expenses. Also there is no info to hand on whether or not there will be a Nosen Lawen as well as a Folk Concert.
- 05 This may be between Ninnau and the hotel, if so the item will be taken out of the budget.
- 06 The cost of the use of the pool is to be negotiated but the expenses are what would be presumed if we do not get complimentary rooms.
- 07 This item is up for discussion as to whether or not this is a NAFOW 2004 item.
- 09 PTO figure are 500/700/800. Ticket cost seems to be established but have no firm info.
- 10 Contracted expense for the TWMVC.
- 11 The expense costs include \$2500 of the fee for Robin Huw Bowen and Crasnant plus extras in the P and T scenarios.
- 13 PTO figures are 300/500/600. Expenses include \$7500 of the above fee plus extras in the P and T scenarios.
- 14-18 Estimates from the sub-committee.
- 20 Estimates based on Richmond.
- 21 Estimates based on Richmond.
- 22 Revenues based on "at door" fees-PTO 200/300/400 @\$10/fee. Expenses include Gymanfa Conductor and Organist plus extras.
- 23 PTO figures 300/400/500 @ \$30/meal. Hotel charge, estimate, \$25/meal.
- 24 No info available.
- 25 PTO figures are 200/250/300 @ \$2/round trip. Assumes a charge for transportation is not in the registration fee. Expenses are estimated.
- 26 Estimates based on Richmond
- 29 Registration fee amount assumed. PTO figures are 500/750/1000.
- 30 Registration fee amount assumed. PTO figures are 200/250/300.
- 32 No information available. Revenues estimated
- 33 This is an item from Richmond. It may or may not apply to Buffalo.
- 34 Estimates based on Richmond. Will apply to Buffalo from separate bank account.

- 35 Estimates.
- 36 This assumes \$5000 will be lent to Buffalo ie transferred to the Buffalo bank account.
- 39 This assumes that there will expenses of the Buffalo Committee, personal or otherwise, which will be allowed. The type and amount of expenses must be defined asap.
- 40 This expense covers Flyers, Programmes, Advertising, Promotion. Actual expense is for fliers already produced, exchange rate 1.4 which will be used for all Canadian figures. Actual \$US figures can be entered when known.
- 41 This is a catch-all for telephone, computer services at Buffalo, postage, supplies, stationery, Memorial Gifts, flowers etc.
- 42 Estimates.
- 43 Estimates. Covers smaller items that do not fall into any other category.
- 44 The loan is shown as an expense as it is due to be paid at the completion of NAFOW 2004 and it is shown as paid like the other contractual liabilities.
- 45 Estimates. Query-Who is responsible for getting this-IHQ??
- 46 Need info on this from Treasurer/IHQ

Finally. Info. which can and should be entered into the budget and comments on the lay-out, line items etc. should be emailed or mail to me by the end of March so that they can be incorporated if needed in the budget to be **presented and approved** at Peterborough.

Ed Field,
Treasurer NAFOW 2004

NAFOW BUDGET 2004, (03-04-20)

<u>Item</u>	<u>INCOME</u>	<u>EXPENSES</u>
1 Registration Fees 1000 @ 25	\$25,000.00	\$9,000.00
2 Grand Banquet 600	\$27,000.00	\$12,500.00
3 Grand Concert 700	\$21,000.00	\$12,500.00
4 Noson Lawen/Folk Concert 200	\$4,000.00	\$2,000.00
5 Market Place	\$4,000.00	\$3,500.00
6 Tea Room	\$1,500.00	\$3,000.00
7 Eisteddfod	\$1,500.00	\$1,500.00
8 Morning Worship Service	\$1,500.00	\$1,000.00
9 Seminars	\$10,000.00	\$4,000.00
10 Inter-Session Meals	\$3,000.00	\$2,500.00
11 Advertising/Promotion	\$4,000.00	\$10,000.00
12 Donations/Contributions	\$10,000.00	
13 Sunday G.G. Walk-ins	\$1,000.00	
14 <u>Non-Specific Items</u>		
15 Telephone		\$500.00
16 Printing(Programmes etc.)		\$10,000.00
17 Postage, Supplies, Stationery		\$5,000.00
18 Travel Expenses		\$2,000.00
19 Te Bachs, Meals(Committee)		\$7,500.00
20 Honoraria/Fees		\$7,500.00
21 Insurance		\$2,000.00
22 CD/Photographs		\$1,500.00
23 Hotel Accommodations/Auditorium		\$25,000.00
24 Other Income/expenses	\$10,000.00	\$15,000.00
25		
26		
27		
28		
29 TOTAL	\$123,500.00	\$137,500.00
30		
31		
32 Notes.		
33 Item 1. 1000@\$25/1000@\$9		
34 Item 2. 600@\$45/500@\$25		
35 Item 3. 700@\$30/500@\$25		
36 Item 4. 200@\$20/200@\$10		
37 Items 5 to 9. Estimates		
38 Item 10. 200@\$15/200@12.50		
39 Items 11,12. Estimates		
40 Item 13. 200@\$5.		
41 Items 15 to 24. Estimates		
42 Financial figures from the 1999,2001,2002 were used as a basis to arrive at the estimates.		
43 The above figures will be adjusted as more information becomes available.		
44 Item 24 will cover such items as Audio/Visual Equipment, Memorial Roses & Flowers,		
45 Gifts, Shuttle Services, Computer Services, etc		
46		
47		
48		
49		
50		

2004 NORTH AMERICAN FESTIVAL OF WALES
National Gymanfa Ganu 75th Anniversary
1929 - 2004

Tentative Schedule

1. Wednesday, September 1
 - 1.1 Set Up Market Place (3:00 p.m.)
 - 1.2 Early Registration (5:00 - 9:00 p.m.)

2. Thursday, September 2
 - 2.1 Market Place and Tea Room Open (10:00 - 5:00)
 - 2.2 Tours (Begin at 8:30 a.m.)
 - 2.3 On site Registration (9:00 a.m. - 7:00 p.m.)
 - 2.4 Eisteddfod Preliminary Round (1:00 p.m. - 4:00 p.m.)
 - 2.5 Opening Ceremony and Noson Lawen (7:30 - 9:30 p.m.)
 - 2.6 Informal Singing (9:30 p.m.)

3. Friday, September 3
 - 3.1 Market Place and Tea Room Open (8:30 a.m. - 5:00 p.m.)
 - 3.2 Tours (Begin at 8:30 a.m.)
 - 3.3 On Site Registration (8:30 a.m. - 7:00 p.m.)
 - 3.4 Board of Trustees Meeting (9:00 - 12:00 noon)
 - 3.5 Seminars (9:00 - 10:30, 11:00 - 12:30, ~~1:00 - 2:30~~)
 - 3.6 Goat Island Event (3:00 - 5:00 p.m.) ~~1:00 - 2:00~~
 - 3.7 Pre-Banquet Reception (5:30 - 6:15 p.m.)
 - 3.8 Banquet and Program (6:30 - 9:30 p.m.)
 - 3.9 Children's Activity (6:00 - 9:00 p.m.)
 - 3.10 Informal Singing (10:00 p.m.)

4. Saturday, September 4
 - 4.1 Ninnau Breakfast (7:30 - 9:00 a.m.)
 - 4.2 Market Place and Tea Room Open (8:30 a.m. - 5:00 p.m.)
 - 4.3 Registration On Site (8:30 a.m. - 5:00 p.m.; Concert Lobby 5:00 - 8:00 p.m.)
 - 4.4 Annual General Meeting (9:00 - 11:00 a.m.)
 - 4.5 2004-2005 Board of Trustees Organizational Meeting (11:15 - 12:00 noon)
 - 4.6 Awr Y Plant (12:00 - 1:00 p.m.)
 - 4.7 Eisteddfod Finals (1:00 - 4:00 p.m.)
 - 4.8 AWO Summit Meeting (3:00 - 5:00 p.m.)
 - 4.9 Grand Concert (7:30 - 10:00 pm.)
 - 4.10 Alternate Youth Activity (TBA)
 - 4.11 Informal Singing (10:30 p.m.)

5. Sunday, September 5
 - 5.1 Market Place Open (9:00 a.m. - 1:00 p.m.)
 - 5.2 On Site Registration (9:00 - 2:30 p.m.)
 - 5.3 Welsh English Church Service (10:00 - ~~11:30~~ ^{2:00} a.m.)
 - 5.4 Afternoon Gymanfa Ganu (2:30 - 4:30 p.m.)
 - 5.5 Intersession Meal (4:30 - 6:00 p.m.)
 - 5.6 Evening Gymanfa Ganu (7:00 - 9:30 p.m.)
 - 5.7 Closing Reception (9:30 p.m.)

6. Monday, September 6
 - 6.1 Market Place take down by 12:00 noon (?)
 - 6.2 Tours (?)