

**Weekly Summary of WNGGA Board Activities
August 20, 2010**

From the President

-We now have just over 250 registered as of this week. I do not have current meal numbers, but a week ago, there were 81 pre-concert dinners sold, 181 for the banquet, and 102 for the intersession meal. There were 138 tickets sold to the opening concert and 227 for the choir.

-The hotel has offered some ideas to help us reduce the estimated \$4,500 penalty for not filling all the rooms we guaranteed. Stacy, Experient and I are working on that.

-.As I explained before, items purchased from our own cash bar and the meals we sponsor count toward the food and beverage minimum (F&B). The Ninnau & Y Drych breakfast counts, too, and this year, we are fortunate to have the Rhys Bowen Meet & Greet sponsored by Martha to count as well. The Thursday Board lunch will count toward the F&B. Money you spend in the bar, restaurants, room service, and the express food stand by the restaurant will not count. We stand to be penalized 35cents for each dollar we fall short of the \$16,000 minimum.

-We are hoping that some measures taken this week will prevent penalties or large penalties for the F&B we guaranteed. We have moved the pub nights from the hotel bar to a room with a cash bar. Our contract gives us free bartenders rather than the usual \$95 rate. Because this cash bar is for the NAFOW alone, the money spent there will count toward the F&B. There will be a cash bar for the informal singing as well, because we will not get credit if you go to the bar to buy anything. There will be cash bars before and during the Thursday and Friday meals.

-I encourage you to attend the dinners we are offering for the Festival to help us avoid penalties. The only meal you can order in Portland is the intersession meal and that will need to be ordered Thursday. The hotel requires 72-hour advance notice for meals. So, contact Cheryl now if you want to add a meal. I know at least one of you has done that.

-Experient is working on adjusting these obligations down on the contract for the Sheraton in Philadelphia. The plan is to have that contract signed before the end of August.

-Thanks for your help. This is a huge undertaking for so few people.

SUMMARIES FROM HEADQUARTERS & COMMITTEES:

International Headquarters (IHQ), Stacy and Cheryl Evans

Cinema Wales, Gerri Baker Parry

Eisteddfod, Alan Upshall

Electronic Communications, Gerri Baker Parry

Finance Committee, David Allen**Future Venues, Ian Morris****Local Venue Committee-Cleveland, Barbara Jones & Sue Stealey****Local Venue Committee-Portland, Janet Figini**

The local venue committee met on Aug. 17th. Volunteer positions were identified and using the schedule of events we were able to place several people in position. We have our own booth to man plus the dance seminar will take special tickets and the choir concert also will be having special "day of the event" ticket sales. These areas are covered. Our booth has a few volunteers and we have volunteers to start the day in the tea room. We hope to gain a few more people at a lunch meeting at the hotel on August 29th. This will hopefully work out and will count toward our food and beverage needs also.

I have mailed 17 packets of information on the choir concert and other festival events to churches in the Portland area that have choirs of their own. We want to involve local people in the festival and especially this concert.

Membership Committee, Pat Kwasigroch**Nominating Committee, Robert Hughes****Program Development, Beth Landmesser****Publications, Richard Donohoe****Publicity & Marketing, Mona Everett**

Mona, Janet and Myfanwy continue working on setting a schedule for volunteers for the WNGGA sales table in the Marketplace. Mona sent personal emails to likely attendees. We've had some offers, but need more. BOT members should have received a sample email which can be used to send to your local societies asking for volunteers. Thanks to those of you who have sent it on. We will also share volunteers with Sue Stealey who will be in charge of the Cleveland table, so that is three tables we will be asked to cover with volunteers.

Mona mailed a medium Priority box of the last of the Portland publicity materials to Janet for her use. Thanks to Jenny and AdaMae and anyone else who mailed left-over publicity materials to Janet.

The last of the signs and banners have been ordered for use in Portland. Many of these will be reusable. We also will be listing sponsors of each seminar/event on a sign outside the event or in another prominent place and will have a larger banner with all the sponsors listed

which we can move around so people are aware of the opportunities to sponsor the NAFOW.

Please be sure that someone from your local Welsh society attends the AWO meeting as well as the AGM.

Revenue Generation & Sponsorship, Barbara Jones

Seminars, Martha Davies

All Seminar presenters have been contacted with reminders of their seminar times and places.

"Meet & Greet" drinks & snacks have been ordered from Michelle Kirn of the Doubletree. The Margareta Grill furniture will be moved so there is enough room for milling around and some seats.

The hotel will supply "drink" tickets to be given to ticketholders. I have asked Michelle if we may have two bartenders for faster service but have had no reply yet.

Strategy and Long-Range Planning Committee, Hywel Davies

Sunday Activities, Jenny Hubbard Young

Youth Initiative, (No Chairperson)

AdaMae Lewis

President, WNGGA Board of Trustees

**Weekly Summary of WNGGA Board Activities
August 27, 2010**

From the President

-A reminder that we will meet from 8:30 am. to 3:30 pm on Thursday for our Board meeting in the Adams/Jefferson room. This is not where we met in April. Lunch will be served in the meeting room from 11:30 am.-12:30 pm.. There will be breaks around 10 am and 2 pm. We will finish in time so we can all attend the opening ceremony. Unless you have told me otherwise, I will expect you there at 8:30 am. with all the Committee Reports printed off.

-August 25 we returned 60 half price rooms and 6 complimentary nights for a credit of \$4,104 towards our penalty of \$4,788. If we get a few other room reservations, it will reduce the penalty of \$684. The way things sit now, we will have a penalty of under \$1,000. Kerry has promised to go negotiate with the Doubletree for us if we are assessed any penalty, but I wanted to take care of as much of that as we could in advance, leaving a smaller amount for her to have to try to get negotiate away.

-The hotel has agreed to have reservations for meals up to 4 pm. the day before each one. This is a real boon for us, since this could help us with our food and beverage minimum. Only the food and beverages consumed at meals and events for the NAFOW count toward our food and beverage minimum. Food in the restaurant, the sandwich bar beside the restaurant, room service and the bar do not count toward our minimum.

-I apologize that I have such a long Annual President's Report. But, it needs to be read so we can discuss our future.

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The completed Program Book was transmitted to the printer at the end of last week. Both Gerri and the printer were concerned about the quality of some of the files, particularly the cover and the testimonial letters, and Gerri was able to rework them over the weekend. On Monday morning, I received and approved the printer's final proof, in the form of a 64-page PDF file -- the outside and inside of the covers, 56 pages of content and four pages of evaluation sheet in the center. 600 copies will be delivered to the hotel in Portland on Wednesday.

Publicity & Marketing, Mona Everett

Mona has now received the final order of signs and banners from VistaPrint for this year's NAFOW. She is making the arrows and other changeable parts (sponsors' names, times, seminar names, etc.) as needed, which will be able to be attached with Velcro and will bring everything with her to Portland.

Any last-minute signs, or signs that were not requested before the last order was sent in on Aug. 15, will need to be made by someone else, either ahead of time, or in Portland.

Mona, Janet, Myfanwy and Sue continue to need volunteers for the WNGGA, Portland, and Cleveland tables in the Marketplace. Please keep asking for volunteers. Mona will have a note to leave at the hotel check-in desk for each volunteer letting them know the time and place for the orientation session on Wed. (likely in the Marketplace about 5 p.m.), and if they are not there yet, a note with Mona's contact info at the hotel so they can get info on their shift.

Rhys Bowen had incorrect time and place for her Meet and Greet in her latest fan newsletter. Mona let Martha know and Martha has asked her to make the corrections.

Mona has recently added the NAFOW logo to the AWO YahooGroup page.

Our Facebook page is generating some interest among people planning on attending NAFOW 2010—some of them for the first time. Let's be sure to extend a very warm welcome to the new people!

Mona is leaving to drive to Portland on Aug. 28, but will check email daily. Her cell phone is 608-334-5669 in case there is a sign emergency. J

See everyone there! Safe travels.

Revenue Generation & Sponsorship, Barbara Jones

Seminars, Martha Davies

Strategy and Long-Range Planning Committee, Hywel Davies

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President, WNGGA Board of Trustees