

## Minish, Robert

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**From:** rminish@u.wisc.edu  
**To:** Minish, Robert  
**Subject:** Re: Check for Printing  
**Date:** Thursday, April 22, 1999 10:03AM

<<File Attachment: ENVELOPE.TXT>>

Bob: Yes, I approve payment of that bill. I am wondering what fliers she has had printed because I was bringing some from here but we'll see when I get there. With regard to sales tax, our request for waiver is still pending and I

understand from the accountant who is working with us that it does take a few weeks. We have filed all the necessary papers.

Will keep you posted.

Ellis J.

At 02:49 PM 4/21/99 -0600, you wrote:

>Ellis, I just got a note from Mary Mergenthal about picking up a large printing job on Friday so she can have the fliers for the Gymanfa on Sunday

- about \$257. She also is picking up some copies of the new hymn for Sunday, because it's going to be used in Sept. Mary thinks that since having the hymn for Sunday is at the request of the 1999 MWNGG Committee, we should also pay for printing that - about \$15. Mary would like to get a

check from me to pay for this so she doesn't have to front the expense.

>

>I would appreciate your approval before I cut the check, if possible. If I don't hear from you before Mary needs the check, I'll take a chance and get it to her so she doesn't have to dig into her pocket to cover the printing costs.

>

>Mary computed the costs with us paying sales tax. I got information from one of our tax lawyers about whether we had to charge sales tax for the 1999 WNGG events - we don't. I haven't looked at the issue of whether we have to pay sales tax. Do you know if we have to pay the tax?

>

>

>

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>message.

## **Minish, Robert**

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**From:** Minish, Robert  
**To:** Ellis Jones  
**Subject:** Choir's cash needs  
**Date:** Thursday, July 15, 1999 8:43AM

Hi, Ellis,

Mary M. called me last night and read an e-mail she had received regarding the cash needs of the Choir. She will be forwarding that to you. They want as much of the \$20k commitment as soon as possible. I have a couple of envelopes that I haven't processed and I assume that there are more registrations at St. Peter that will soon be coming to me. So, I think I can safely say that we have at least \$50k cash on hand.

What I don't have a good handle on is the timing of the payments we are committed to make. I presume that payments for airfare, etc., may need to be made in advance of the Gymanfa starting. I would think that paying at least half of the \$20k commitment now would not strain us. I am not sure about how soon to pay the balance.

I'll defer to your judgment as to what amount we can best safely afford to pay at this time. Let me know who the check should be made out to and where to send it and for how much.

Bob

**Minish, Robert**

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**From:** [robert.minish@nwac.org](mailto:robert.minish@nwac.org)  
**To:** Minish, Robert  
**Subject:** choir advance  
**Date:** Thursday, July 15, 1999 10:05AM

<<File Attachment: ENVELOPE.TXT>>

Hi,  
The message I sent you with Alan Upshall's message was returned because I'd heard some letter wrong (this cold affects everything) so sorry you had nothing from me this a.m.

Glad you and Ellis have spoken and \$10,000 is fine with me.

The president (who made the request) is Alan Upshall, 7049 NE 163rd, Kenmore, WA 98028-4264. I think it should go to him (payable to the North American Welsh Choir). The choir's manager, Bob Matthews, lives near Alan and can take it from there if he needs to bank it.

I've spoken to Raymond Matthias of Wales Tourist Board this a.m. He's quite disappointed with us reversing our earlier decision about their video segment in the banquet. He assured me that all cost (for which he has already arranged) will be theirs, apart from their support money for us, and that they have no problem with the fact that in our chosen seating arrangement (or in any) not everyone will see equally well. That's a fact of life, he felt. So I gave in and said they could go ahead and clarified which room we're in and how we plan to have seating. He has a point that once we've eaten people will have to turn to see the speaker and harpist anyway so this isn't a different issue, really. Please pass this info on to Marveen. She might want to add an update to that section of the minutes. I will inform Kay. She'll be thrilled, I know. Ah well...

Mary

# 5323  
\$10,000  
7-16-99

# MEMO

TO: Bob Minish  
FROM: Ellis Jones  
DATE: September 10, 1999  
SUBJECT: Publications Sales

Based upon the number of copies of the regular hymnals, the enlarged hymnals, and the folk song books and the number of copies we brought back to St. Peter, we have calculated the following amounts. Since they were sold for \$10 or \$15 and the usual cost to the local venue is 10 percent discount, I've put together the following table summarizing what amount should be sent to National. I've enclosed two copies of the invoice as well.

<u>Publication</u>	<u>No. Sold</u>	<u>Gross Price</u>	<u>Gross Amount</u>	<u>Discount Price</u>	<u>Net Amount</u>	<u>Venue Profit</u>
Reformatted Hymnal (Regular)	275	\$10	\$2,750	\$9.00	\$2,475.00	\$275.00
Reformatted Hymnal (Large)	99	\$15	1,485	\$13.50	1,336.50	148.50
Folk Song Book	11	\$10	<u>110</u>	\$9.00	<u>99.00</u>	<u>11.00</u>
Total for Venue			\$4,345		\$3910.50	\$434.50

(c:\custom\wp51\wngga\99ngg\booksamt)

c: Mary Mergenthal

## **Minish, Robert**

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**From:** Minish, Robert  
**To:**  
**Subject:** RE: Gymanfa Treasurer's Materials  
**Date:** Tuesday, September 21, 1999 8:55AM

Hi, Mary - and welcome back to you, too. We had a Grand time in the Tetons. Besides the beautiful scenery, the weather couldn't have been better. Hope your vacation was as relaxing and refreshing as ours.

If you would mail the record book, deposit envelopes and stamp to me, that would save some time. I expect that I'll be seeing Mary some time over the weekend to get the checkbook and will then be in a position to pay the bills that need to be paid and try to catch up with the rest of the treasurer's work. With the \$17,000+ that you deposited, it sounds like we should finish in the black. Does that amount include the Sunday offering envelopes?

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From: mhenry2@gac.edu  
To: Minish, Robert  
Subject: Gymanfa Treasurer's Materials  
Date: Monday, September 20, 1999 4:00PM

<<File Attachment: ENVELOPE.TXT>>  
Hi Bob,

WELCOME BACK TO MINNESOTA!!!!!! How was your vacation? Grand Tetons and the surrounding area are very beautiful. Hope you had a very relaxing time. This is my first day back from vacation as well, so I am not much farther along in my work than when you last saw me.

Ellis just shared your e-mail with me. He o:k'd giving the checkbook and register to Mary Mergenthal so she could pay some bills. I still have the deposit record book, envelopes to Riverside Bank and the stamp. Let me know whether you would like to have me mail them to you or whether you are going to pick them up. It is your choice.

I sent a \$3,889.50 deposit to the Riverside Bank right before I went on vacation. It consisted of many, but not all of the checks we took in at the National. I have a listing of the people who wrote checks and the amounts which I will send you. The above deposit has not been recorded in the register since Mary has it. I was going to send her the amount to record but again I ran out of time. The remaining checks go with registrations I am in the middle of processing. I have not processed any of the charge slips due to time constraints.

On September 7, 1999, we deposited to the WNGGA Income Transfer account at First National Bank in St. Peter \$13,636.25 in cash. Ellis has a summary of the Publications sold which he has sent you.

Ellis contacted Preferred Printing concerning the second signature on the check for \$3,099.62. They said if the bank returned the check to them

they  
would send it to us for a signature. So far we have heard nothing. I am  
assuming it went through without a problem.

I look forward to hearing from you. I'll keep all the info I have here  
until I receive your reply.

Thanks, Mary

## Minish, Robert

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**From:** Minish, Robert  
**To:** Minish, Robert  
**Subject:** Gymanfa Treasurer's Materials  
**Date:** Tuesday, September 21, 1999 12:36PM

<<File Attachment: ENVELOPE.TXT>>

Bob,

Thanks for your response. My vacation was very relaxing, but I'm afraid it will take me longer to get in high gear than it has taken for you.

Money collected so far from the CYTUN Sunday offering envelopes is \$1,675.20. Ellis has deposited \$1,615.00 from that amount in the First National Bank, St. Peter, Income Transfer fund. So of the \$17,000+ we deposited, \$1,615.00 is from the Sunday offering. The rest will be deposited in the next few days, then Ellis will be in touch.

Ellis received the bill from the hotel yesterday and we are in the process of making you a copy.

I will mail you the record book, deposit envelopes and stamp. Also I have processed some more registrations and a few charge cards. So I will send them along. I will let you know when I have everything processed. Please be patient as it will take me several days.

Thanks again Bob, for all your help. I appreciate it more than I can possibly convey. If there are any problems with what I send you, please let me know.

All for now.  
Mary

## Minish, Robert

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**From:** ~~Robert Minish~~ Morris Me  
**To:** MinishR  
**Subject:** Kathryn Campbell's check  
**Date:** Friday, October 22, 1999 1:43AM

This is more than I can believe...or take.

You'll get this all in a letter tomorrow, but since I've already opened it once and added a stamp I'll review the still newer info here.

Just after I sealed the first letter (with Lois' bill and Meirwyn's address), Laurel e-mailed to say Kathryn Campbell's check needed to be re-issued because she had checked with the monastery and it had never arrived there so she presumed it was lost in the mail.

I then sent message to her saying I'd OK a re-issue but that she should expect it to be re-issued minus the charge for stop payment. I wrote the same thing in a letter to Kathryn C. which will come in the thick letter to your house Sat. or Mon.

As soon as that letter was sealed, I got message from Laurel which follows:

Why? It's not her fault the check got lost. It wasn't even mailed to the proper address. That is our error. I would be very angry if that happened to me. Bill it to me if you must, but for heaven's sake, taking it out of her payment is not appropriate. Surely the National's finances can cover that small glitch.

I, with my irritation showing, reminded her in my reply that Kathryn was already, for various reasons (mostly, frankly, that Laurel was pushing her presence here so strongly and Dan didn't insist she be treated same as everyone else) receiving some more than other presenters, plus, since Dan and Laurel never got the info to me clearly or because I was too tired to hear it if they tried (I took careful notes on this) she was included on the hotel bill for 1 night when, in fact, she stayed at the monastery! Again, of course, that's all our fault not hers but the whole thing leaves me with a BAD taste in my mouth and little patience to iron it out.

Idea? I know she told Laurel in an earlier e-mail that she needed the money but don't we all? Almost surely, the letter I've already sent you will need to be re-done. Fine with me. You redo or adjust as is right for whatever you decide.

I'll go with whatever you feel is fair and I'm willing to inform Laurel of it after you tell me.

That's it for tonight (or this morning, rather).

Mary



68<sup>th</sup> WELSH NATIONAL GYMANFA GANU  
Minneapolis, Minnesota, USA  
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Unless otherwise indicated, direct communications to:

'99 Minneapolis National <None>, Gustavus Adolphus College, Box B15, St. Peter, MN 56082-1498

PHONE: 507/933-7540 FAX: 507/933-6284 E-MAIL: 99-ngg@gac.edu

October 11, 1999

Dear Bob,

This bill for the shuttle buses and tour arrangements just arrived. I had hoped it would be only \$1,500 but, frankly, didn't have a lot of basis for that hope and we certainly should pay this.

The check for the oral history workshop that it is now clear the WNGGA will not pay should be \$200.00 payable to Dr. Beth Hensley. Please send that check to me and I will send it to her in Ohio, along with questions about the tapes and the procedure and her hoped-for relationship with WNGGA, etc., etc. It's clear WNGGA will not get to it. I will copy that letter to Ellis, Alf and Alan and, hopefully, leave in their hands the responsibility for preserving what memories/history can still be preserved.

# 5424  
10/13/99

No word at this end from Central Lutheran yet. Lois Anderson will have about \$150 worth of expenses and is gathering her receipts together for reimbursement on that.

'Tis all I know. Enjoy the fall beauty!

Cheers!

*Mary*


*Of Kay's bill for flowers seems high - turns out it's  
1/2 of what florist usually charge & 1/4 of what  
hotel would have charged!*

## M E M O

TO: David Williams  
FROM: *Ellis J*  
Ellis Jones  
DATE: October 8, 1999  
SUBJECT: WNGGA National's Expenses at Minneapolis

David, enclosed is General Expense Voucher 990-034 for \$2,697.91. The items included are those on the master account submitted by the Hilton Hotel to the Minneapolis Venue Committee.

Some comments:

1. The income from the Round Table Breakfast was deposited in the Income Transfer account. A check for \$620.50 was sent to you to transfer cash and checks. However, a credit charge for \$37.00 for two of the breakfasts was sent to Mr.  Minish. I'll ask him to send you a check for that amount. Thus the total income from the breakfast should end up at \$657.50 covering the bill of \$633.40.
2. There was no account in the Chart for the New Board Breakfast so I put it under #650--Other Committees (considering the Board as a Committee as a Whole). If it should have been charged to a different account, let me know so I can change my records here.
3. As per agreement, National picked up the room charges for the three officers--VP, Secretary, and Treasurer. Your next credit card billing should have a cancellation of the charge that was on it this last month. There were three David Williams' involved with that particular error. It should be straightened out now.
4. I asked Mary Henry (part time secretary) to attend the National and assist with Registration since she had been so involved with the preparation of the records. It worked out extremely well--registration went very smoothly and she was able to field many many questions that came up. However, there is no account for Headquarters Staff to which to charge the amount so I have marked it to be charged to Executive Director Travel. If it is not to be charged to that account or to another account, let me know and I'll write a personal check. My experience with other organizations is that when registrations are centralized, it helps considerably to have a staff member from headquarters on site.

OK????

tbe

Enclosure

c:  Robert Minish

Laurel Bradshaw,11/14/99 3:16 PM,T-shirts

1

Date: Sun, 14 Nov 1999 14:16:04 -0600  
From: Laurel Bradshaw <mlbradshaw@earthlink.net>  
X-Accept-Language: en  
MIME-Version: 1.0  
To: "Mergenthal, Mary" <mmergenthal@earthlink.net>  
Subject: T-shirts

To the treasurer of the 1999 Welsh National Gymanfa Ganu committee:

It is my understanding that 12 St. David's Society T-shirts were given to the walkers at the National as gifts. The St. David's Society Board has voted that the Society be reimbursed at the full asking price of \$12 per shirt for a total of \$144. A check should be sent to Michael McClellan, Treasurer.  
Thank you.  
Laurel Bradshaw, Pres.

*OK - Mary Mergenthal*

*List as Welsh World for Youth Expense  
Mike McClellan's address:*

*Mpls 55417*

*#5460  
11-19-99*

*Page 2 of 2  
of fax*

11-18-99

To: Bob Minish fax ( )  
From: Mary Mergenthal fax ( ) / phone ( )  
Re: Payments needed

1 - Please send check for \$1,840.46 (\$1,100 + \$5 fee) to

Ruesch International

Washington, DC 20005-507

Indicate on the check: Account # YD1653 and TR# 1432816

(rate was 1.6686)

- 2 - Laurel's invoice for \$144.00 for the T-shirts for Welsh World for Youth is enclosed as page 2 of fax. Send check to Mike McClellan, please.
- 3 - I assume you got my message on home phone that WNGGA should pay for the roses at the church (Memorial service item). They were included in Central's bill.
- 4 - There will be one more bill, the approx. \$50 for Lois' gift.  
I will get it Monday evening and send you the receipt for reimbursement.

That's all I can think of, thankfully. We're ALMOST DONE! Thank heavens!

If I could just get the cassette/CD printed material to print correctly today (unlikely) I'd be even closer.

Cheers!

*Mary*

*Page 1 of 2*

Robert A. Minish  
11/29/99 07:31 AM

To: Ellis Jones <e...@edu>  
cc:

Subject: Re: Expenses 

Thanks, Ellis, for your e-mail. I know what you mean about the volume of e-mails that come in when you're gone for only a couple of days. I concur with the recommendation about the \$2 payment and National keeping all of the proceeds until the \$3 payment is recouped. I hope it flies with the Colonel. As soon as we get this ironed out and I get Mary's bill for the gift she's buying for Lois, I should be able to complete a final treasurer's report. Which brings me to the subject of my records. Do you want me to box them all up and get them to you? They could be useful for future venues in helping to develop a more accurate budgeting process.

Bob

Ellis Jones <ellis@gustavus.edu> on 11/24/99 01:48:53 PM



Ellis Jones <ellis@gustavus.edu> on 11/24/99 01:48:53 PM

To: Robert A. Mir...  
cc:

Subject: Re: Expenses

Bob: Thanks for e-mail. I got back to Minnesota middle of afternoon from San Jose, California, meeting over weekend with 2001 Venue Committee. Finally got back to Welsh Center at Gustavus yesterday morning when I got your e-mail. Thanks for comments on final report. I'll incorporate those as soon as I can. Yes, your request for approval of expenses is approved. I had a chance to meet with Alan Upshall over the weekend about the \$5 registration fee situation and he suggested that local venue pay only \$2 and that National keep all of the income from sale of cassettes/CDs until the other \$3 has been made up and then begin the distribution. Would this be OK with you to do it that way? He wanted me to give him specific figures on costs which I was not able to do so his suggestion is that this might "fly" better with Col Reese. He has already mentioned to Col Reese in an e-mail that he (Alan) and I have talked about "a problem in the Minneapolis Venue situation." So, barring delays I'll try to get that note off to the Colonel within the next couple days. I had over 20 e-mails to respond to when I got back and I was only gone two days! Too much to do!.

Ellis J.

#5461  
12-1-99  
\$52.02

Robert A. Minish  
11/22/99 09:55 AM

To: Ellis Jones <ellis@gus>  
cc:

Subject: Expenses; Final Report

Ellis,

I have had a chance to tally the postage expenses I incurred as treasurer. My postage expenses are \$52.02. Do I have your approval to write a check to reimburse these costs?

Marveen and I have gone through the second draft of the final report. Here are our comments.

Page 2, line 14. We suggest adding a sentence at the end of the paragraph as follows:

There was no written confirmation of the terms and conditions imposed by the WNGGA and a misunderstanding arose over the allocation of the registration fee.

Page 3, Line 31. We suggest adding a sentence at the end of the paragraph as follows:

The budget contemplated the entire registration fee being used to pay expenses incurred by the Minneapolis Venue.

Page 6, Line 34ff. From our perspective, a couple of highlights of the Banquet were the applause for the women who was over 100 years old (was it 103 or 106?); and helping the cousins from Wales and the U.S. who had never met to find each other. It might add some human interest to mention these.

Page 7, Line 15. Do you want to use 1100 pounds as the amount of our contribution?

Page 8, Line 9. Delete "potential for" as there was in fact a misunderstanding. If the compromise you proposed is accepted, that probably should be mentioned in the Final Report - perhaps in paragraph 29, which deals with the sale of CDs and cassettes.

Page 8, Line 27. Delete "responsibilities" and insert the following:

"payment of both registration (processing) fee and table rental."

Attachment A.

Ellis, I think that rather soon I should be able to send you a final report. Outstanding expenses to be paid, as far as I am aware are:

- Reimbursement of my postage expenses
- Reimbursement to Mary for the gift we are going to give to Lois
- Payment to WNGGA - of the \$2 portion of the registration fee - if the compromise is agreed upon.

I believe that there should also be \$185 coming from the WNGGA for the roses that were charged on Central Lutheran's bill.

After those transactions are cleared, we should be in a position to allocate the balance 50% to the WNGGA and 25% each to St. David's Society and the MNGGA.

The only other possible open item is the \$1200 we held back from the Hilton. I had a voice mail message last week from a woman at the Hilton inquiring why we held that back. I left a message on her recorded that we did not authorize those expenditures and that someone from BTA would have made those

arrangements and that the BTA should be responsible for those charges. I have not heard back from her. I don't think we need to hold back funds for those charges.