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2 Huw reported that at the end of 2002, the Endowment Fund for Scholarships had lost \$19,000.
3 The markets have rebounded and the loss is currently about \$10,000.
4

5 Berwyn Jones suggested we have a professional fund-raiser speak to us in Buffalo. He would
6 arrange for her to speak to the Board members for 1 hour on Thursday morning, and Lynn agreed
7 to put the item on the BOT Agenda for Friday morning.
8

9 Roy Morris suggested the Endowment Fund and other Restricted Funds be separated out of the
10 main asset sheet to more clearly show the financial situation.
11

12 **5. Board of Trustees Committee Reports.**

13 **5.1 Executive Committee.** The BOT went into committee where legal issues were discussed.

14 Lynn Owens-Whalen then briefly recapped her list of 9 issues she felt were important.

15 1) Headquarters. The move was challenging.

16 2) Memberships and 3) Marketing. We are not working very hard on these areas.

17 4) Publications. We have a report.

18 5) Governing Documents. No volunteers to review the Constitution.

19 6) WNGGA and the NAFOW is closely related to 7) WNGGA and Local Organizations

20 8) Youth. No report.

21 9) WNGGA and other Welsh groups and organizations such as Welsh Development Agency,
22 Wales Tourist Board, Welsh North American Chamber of Commerce, Welsh Assembly.
23

24 **5.2 Nominating Committee.** In the absence of Alan Upshall, Lynn reported that the positions
25 of President, Vice-President, Secretary, and Treasurer are open, as well as several Trustee
26 positions. Any suggestions should be sent to Alan Upshall.
27

28 **5.3 Revenue Generation/Marketing Committee.** Suggestions were covered by Huw Williams
29 in the Treasurer's Report.
30

31 **5.4 Long Range Planning.** Dic Baskwill asked that Trustees read his report at home and email
32 him with comments and suggestions. Copy on file with Official Minutes.
33

34 **5.5 Scholarship and Grants Committee.** Myfanwy Davies presented the report on this year's
35 winners. Copy on file with Official Minutes.
36

37 John Ellis made some suggestions regarding providing financial assistance in the form of
38 special grants to help groups or individuals to organize or sponsor events and programming
39 at NAFOW. Discussion ensued as to how this could be done through the Scholarship Fund
40 as some type of co-operative funding. Myfanwy pointed out that this idea didn't fit into the
41 current Rules and Guidelines, so these applicants would have to be treated separately.
42

43 The Scholarship Committee was directed to come up with suggested wording for a special
44 grant category for NAFOW programming and send it to the Executive Committee. This will
45 be presented and discussed at the Buffalo meeting so that the grants can be of use to the
46 Orlando committee.
47

48 **5.6 Publications.** Copy of report on file with Official Minutes. Connie Holt Claypool spoke of
49 the need for new funding in order to produce brochures. They would also like to produce a
50 Fundraising package. A suggestion was made to hire a graphic artist so there would be

1 consistency among the publications. It was also noted that user-friendly software (such as
2 Microsoft Publisher and Word) in adaptable formats must be used.

3
4 Alf Reese has finished his draft of the History of the WNGGA. It was decided that the
5 Executive Committee should read the draft and approve it before printing. This means the
6 book will probably not be ready in time for Buffalo.

7
8 The recommendations of the committee are for BOT members to read the suggestions, but to
9 postpone any decision until Buffalo due to lack of funding.

10
11 **5.7 Membership/Communications.** This item was postponed as Keith Davies Jones had been
12 delayed.

13
14 **5.8 Richmond Report.** Copy on file with Official Minutes. Lynn Owens-Whalen recapped
15 various aspects of the report. She reviewed the structure they had used where the Richmond
16 committee was a sub-committee of the WNGGA. While they had 3 BOT members on the
17 Planning Committee, that committee had to answer to the BOT. She reviewed the program
18 and listed what did and did not work. She mentioned that they had had trouble lining up the
19 artists they wanted.

20
21 Instead of asking the WNGGA for seed money, they asked and received interest-free loans
22 of \$3,000 each from 3 local groups, with a promise to give them one third of the profits
23 between them. That gave each group almost \$3,000 in addition to the repayment of their
24 loans. They had excellent sponsorships and raised \$65,000. They also had good publicity.

25
26 Lynn mentioned that Richmond had spent quite a bit of money on logos and promotional
27 items which could be used by future venues, thus saving money in the long run.

28
29 Discussion then ensued regarding the arrangements between WNGGA and future venues.
30 Human Resources was a big concern as burnout is happening with Board members over the
31 Buffalo planning. The whole BOT cannot be involved in every Festival, but a few members
32 should work with a sub-committee. It was suggested that we use local WNGGA members
33 and the AWO list to find local Societies to assist with planning.

34
35 As publicity is vital, it was suggested we appoint a board member to handle the marketing.
36 He or she could work with local contacts, be responsible for national advertising and look
37 after the logos. This idea was expanded to form a small group that would look after long-
38 term sponsorship, publicity and entertainment over several years and focus on future
39 planning.

40
41 A motion was made and seconded (Berwyn Jones/Sheila Pepper) that the appointment of the
42 "core committee" approved by the board at the 2003 midyear board meeting be suspended
43 and that the Strategic Planning Committee be directed to revise this concept so as to address
44 Sponsorship, Publicity and Entertainment. This is to be presented at the Buffalo meeting.
45 Carried.

46
47 It was also mentioned that communication between Board members has been poor, even
48 with emails.

1 **5.9 NAFOW Strategic Planning.** Lynn Owens-Whalen summarized the report and noted that
2 many of the ideas have been implemented, and others are in the works. Double pricing for
3 events was discussed and it was moved and seconded (Berwyn Jones/Roy Morris) that
4 double prices be established for Buffalo. Carried. John Ellis expressed concern over high
5 prices for events. Myfanwy said that without sponsorship money, the prices have to be
6 higher to cover the costs.

7 Berwyn also suggested that a lower price for registration for WNGGA members be
8 considered. He thought this might increase WNGGA membership. The idea was referred to
9 the Membership Committee.

10
11 **5.10 NAFOW Future Venue Committee.** As per the BOT resolution recommended by the
12 Strategic Planning Committee, the committee has identified 12 potential sites, and their
13 convention bureaus have been contacted for proposals. Some are quite promising. The
14 committee will gather more information and make some recommendations in Buffalo for
15 2006 and 2007.

16
17 **5.11 Youth Initiative.** No report at this time. John Ellis will meet with Kara Lewis.

18
19 **5.12 Constitution Committee.** A report was not available for discussion, but Lynn stated that
20 Keith Davies Jones has agreed to work on this matter further.

21
22
23 **6. International Headquarters Report.** John Ellis presented an update on Membership,
24 Publications, and other items. Copy of report on file with Official Minutes. He expressed
25 concern over the high cost of producing and mailing HWYL relative to income received through
26 membership dues, and suggested reducing the number of issues but including more information
27 and tying it directly to fund raising along the lines of an annual report or prospectus. He thought
28 we could update members through NINNAU, but since only half our members subscribe to
29 NINNAU, that would not be entirely effective. Plans currently under development to work out a
30 cooperative agreement with NINNAU may make this more viable. A mass email was also
31 suggested, but is not practical at this time as relatively few members provide email addresses on
32 their membership and registration forms. It was also mentioned that many senior members
33 probably did not have email.

34
35 John Ellis also noted that he had provided the layout for the Buffalo Registration Booklet from
36 information supplied by the Buffalo committee, and had it printed and mailed out.

37
38 He mentioned that, with the exception of the membership database, no electronic files had been
39 transferred from the HQ in Minnesota but that extensive hard copy files were received. A good
40 portion of these files were historical in nature and might better be preserved in a library or
41 museum. Dic Baskwill and Sally Evans Funderburk were appointed to investigate possible
42 depositories that might be interested in accepting a donation of these archival materials.

43 44 **7. Venue Reports.**

45 **7.1 Richmond (moved up to 5.8)**

46
47 **7.2 Buffalo 2004.** Myfanwy Davies outlined some of the challenges she has faced in planning
48 Buffalo. A lack of response from many BOT members, reminders of the WNGGA's poor
49 financial situation, trouble lining up artists, little information from Richmond, and the lack
50 of a publicity coordinator top the list. She was able to find volunteers from outside the

1 Board and is pleased with the program they have arranged. She has also been in contact
2 with some local members who are willing to help.
3 There is concern that little sponsorship has been arranged, and Myfanwy asked for some
4 financial assistance from the Way fund to cover the children's activities. It was moved and
5 seconded (Roy Morris/Betty Cullingworth) that money be given from the WAY account to
6 cover the Child and Youth Activities in Buffalo. Carried.

7
8 Myfanwy also asked for assistance with publicity, and Lynn agreed to ask the person who
9 looked after the publicity in Richmond to help.

10
11 **7.3 Orlando 2005.** Jan Briggs gave a synopsis of their meeting at Disney, and said that the
12 committee was in the process of selecting talent. It is evident that they need lots of
13 volunteer bodies and lots of money.

14
15 **8. Old Business.**

16 **8.1 Executive Director.** Lynn Owens-Whalen reminded the Board that the probationary
17 appointment of John Ellis was a one-year term and that the year would be up in Buffalo.
18 She said there would be discussions regarding the division of labour and responsibilities of
19 the Executive Director and the members of the Board to give more clear definition. A
20 contract or letter of agreement would be drawn up and ready for Buffalo.

21
22 **9. New Business.**

23 **9.1 Web Site/Web Master.** David Williams (Ohio) has resigned as webmaster, and John Ellis
24 has offered to run the WNGGA and NAFOW websites from HQ. A motion was made and
25 seconded (Myfanwy Davies/Berwyn Jones) to express the thanks of the BOT to David
26 Williams. Carried.

27
28 **10. Announcements.**

29 **10.1 BOT Meeting Schedule for Buffalo.** Wednesday, September 1. 9 a.m. Venue Planning
30 committee and BOT members to walk through Adam's Mark Hotel followed by meeting.
31 Thursday, September 2. 9 to 10a.m. BOT to meet with professional fundraiser. See Item
32 #4 above.
33 Friday, September 3. 7 a.m. to 12 noon BOT Breakfast meeting.
34 Sunday, September 5. 7 to 9 a.m. BOT Breakfast meeting.

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36 **11. Closing Prayer; Adjournment.** The closing prayer was given by Berwyn Jones. The meeting
37 adjourned approximately 5:20 p.m.

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40 Respectfully submitted,

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42 Myfanwy S. Davies, Secretary
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