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**The Welsh National Gymanfa Ganu Association, Inc.**  
**Board of Trustees Meeting**  
**Ellington Ballroom, Hilton Hotel, Richmond, British Columbia**  
**Friday, August 29, 2003**

6 A regular meeting of the WNGGA 2002-2003 Board of Trustees was held in conjunction with  
7 the 2003 North American Festival of Wales in Richmond. Members present: Rev. Richard Price  
8 Baskwill, Mrs. Janet M. Briggs, Mrs. Connie Holt Claypool, Mrs. Martha A. Davies, Ms.  
9 Myfanwy S. Davies, Dr. John S. Ellis, Mr. David W. Evans, Mr. Thomas Edward Field, Rev.  
10 Robert D. Hughes, Dr. Berwyn Emrys Jones, Dr. Ellis J. Jones, Mr. Geraint H. Jones, Dr. Keith  
11 Davies Jones, Ms. Ann McFerrin, Mrs. Trudy Howells Murphy, Mrs. Lynn M. Owens-Whalen,  
12 Mrs. Sheila M. Dey Pepper, Mr. Robert Roser, Dr. Alan Upshall, Mr. Huw Seiriol Williams.  
13 Members unable to be present: Mrs. Olwen Joyce Anderson, Ms. Elinor Bennett, Mrs. Joan  
14 Owen Mandry, Mrs. Geri Baker Parry.

- 16 1. **Welcome; Call to Order; Opening Prayer; Certification of Quorum; Review of Agenda.** The  
17 meeting was called to order at 7:45 a.m. by President Lynn Owens-Whalen. The opening prayer  
18 was given by Rev. Richard Baskwill. The Executive Director certified that a quorum was present.  
19 The Agenda was altered to include the President's Report between items 2 and 3, and to move items  
20 5.8 and 5.9.1 up so they could be presented after item 5.2. Motion made and seconded that the  
21 changes be accepted (Jan Briggs/Geraint Jones). Passed.
- 22 2. **Minutes of Previous Meeting.** The minutes of the April 26 mid-year Board Meeting were  
23 reviewed. Corrections noted to page 2, line 29. Should read "remainders" not "reminders", and  
24 "Rees Lloyd" not "Mary Ellen Morgan". Page 3, line 19. An "f" was added to second word to read  
25 "of". Page 3, line 20. First word was made plural to read "members". Motion made and seconded  
26 (Trudy Howells/Jan Briggs) that corrected minutes be accepted. Passed.
- 27 3. **President's Report.** Lynn Owens-Whalen reviewed the sheet of objectives she had presented last  
28 year and stated she refers to it regularly. She summarized the items and updated us on the progress  
29 of each.
- 30 a) New Executive Director. Dr. John Ellis is an excellent choice.
  - 31 b) Remuneration to Executive Director. This item needs further discussion.
  - 32 c) Membership and Marketing. Lynn feels the profile of the Welsh has been raised in the  
33 Vancouver area by holding the NAFOW there. The two opening ceremonies attracted the  
34 regular Gymanfa attendees and the public. We still need to attract the youth, and she felt groups  
35 like Mabon are good for that. It was also felt that communications between the Welsh and other  
36 Celtic groups had been improved with their inclusion in the opening ceremony.
  - 37 d) Publications. Headquarters has done a good job with the pamphlets and other publications, and  
38 the addition of the cookbook and the upcoming history will also be assets.
  - 39 e) Constitution. A lot of good work has been done, but this is an ongoing job.
  - 40 f) Board of Trustees Involvement. The work of Board members is showing good results.
  - 41 g) Local Organizations. We are building good relationships with local societies which will help us  
42 financially and with volunteers.
  - 43 h) Relationship to Other Celtic Organizations. Mentioned above under Marketing.
- 44

45 Lynn then deferred to Alan Upshall for an update on the legal situation. Alan reported that the  
46 plaintiffs continue to appeal just before each deadline and we continue to respond. A second lawyer

1 was retained which has added approximately \$10,000 to the legal bill. We have moved to dismiss  
2 the latest appeal, and hope to hear the result in 4 to 6 weeks.

3 The Board then went into committee. Legal issues were discussed.  
4

5 **Treasurer's Report.** Huw Williams presented reports including a June 30, 2003 Balance Sheet,  
6 Income and Expenses Status Report, Endowment Scholarship Fund Receipts and Disbursements and  
7 Endowment Scholarship Fund Investments Report. He also provided a further breakdown of the  
8 Income and Expenses. (Copies on file with Official Minutes) Huw mentioned that the chequing  
9 account had less than \$ 8 in it currently, and that loans had been taken from the Scholarship Fund  
10 and a CD to help pay expenses. For the past year, our expenses were \$22,628.52 over income. On a  
11 positive note, our investments made approximately \$6,000. Motion made and seconded (Berwyn  
12 Jones/Alan Upshall) that the Treasurer's report be accepted. Passed.  
13

14 **3.1 Auditor's Report.** Huw produced a letter from David C. Anderson who had audited the books, and  
15 found them satisfactory.  
16

17 4. **International Headquarters Report.** Ellis Jones reviewed the report (Copy on file with  
18 Official Minutes), which shows an increase in membership. The geographic distribution of the  
19 membership was also discussed. Inventory of publications was reviewed, and it was suggested that  
20 a music and/or publications committee be established. Ellis again emphasized the importance of the  
21 Annual Fund, and suggested tapping Life and Annual members for contributions to pay off the  
22 deficit. He also reminded us that certain funds are earmarked for specific purposes, such as the  
23 production of a history of the WNGGA.  
24

## 25 **5. Committee Reports** 26

27 **5.1 Executive Committee.** President Lynn Owens-Whalen asked for a volunteer to sit as member at  
28 Large on the Executive Committee.

29 **5.2 Nominating Committee.** Alan Upshall outlined the results of the committee's search.  
30 Canada: 2 openings, 2 nominees. Betty Cullingworth, Toronto and Roy Morris, Ottawa.  
31 US East: 3 openings, 2 nominees. David Williams, Erie, PA and Beth Phillips Brown, Philadelphia.  
32 US West: 2 openings, 2 nominees. Gerri Baker Parry, Seattle and Ada Mae Lewis, Ames, Iowa  
33 Youth Initiative Committee Chair. Kara Lewis  
34

35 **5.9.1 2003 Richmond Venue Report.** Alan Upshall presented an overview of this years' Festival.  
36 The goals were to increase the profile of the Welsh in North American and the local area,  
37 implement the strategic plan, and try to include the youth. Unfortunately the budget took a  
38 beating. There were some extra costs incurred in setting up the NAFOW, but they are one-  
39 time and will save future venues some money. Luckily they were able to raise over \$65,000  
40 in sponsorships which covered Mabon, the Duvant Choir, Jason Howard, Haydon James and  
41 the after-dinner entertainment. Local societies also helped by sponsoring seminar speakers.  
42 The budget had been designed with pessimistic (800), realistic (1,000) and optimistic (1,200)  
43 totals. Pre-registration was only 603, so they had to use sponsorship money to support the  
44 festival. Alan feels that all costs will be covered and there will be some profit.  
45

1           There could be many reasons for the low attendance, but publicity is of vital importance.  
2           Newspapers, radio and TV all have to be contacted. Alan feels that professional help is  
3           needed in this regard.  
4

5           Also, the choice of hotel is very important. Richmond will meet the room quotas specified in  
6           their contract.  
7

8 **5.8 Strategic Planning.** At the mid-year Board meeting in Stratford, Alan Upshall had started  
9 going through the Strategic Planning Report. Some items had been dealt with then and others  
10 were tabled for today.

11       Page 5, Item 3. The committee is still working on a pricing policy. For Richmond, not all  
12 participants were paid. Some services were “in kind” or as thanks for sponsorship.

13       Item 4. Website. David Williams in Ohio will be approached and asked to look after this.

14       Item 5. Registration Fees. Richmond implemented a double pricing policy whereby “walkups”  
15 were charge a slightly higher price for events. The committee suggests charging a registration  
16 fee for all participants. A one-day registration fee was proposed as an alternative to extra  
17 pricing. It was moved and seconded (Alan Upshall/Geraint Jones) that this matter be referred  
18 back to the Strategic Planning Committee for further study. Passed.

19       Item 6. Liability Insurance. It was moved and seconded (Alan Upshall/Martha Davies) that the  
20 International Headquarters arrange a blanket policy. Passed.

21       Item 7. Hotel Contracts. Alan reiterated how important it is to get a good deal for price and  
22 facilities. It was moved and seconded (Alan Upshall/Berwyn Jones) that the WNGGA should  
23 assume responsibility for hotel negotiations. Further discussion suggested using local  
24 Convention Bureaus, looking into long-term contracts with chains of hotels, and being careful  
25 not to shut out local committees. Motion passed.

26       Item 8. Proposal for Future Sites. It was moved and seconded (Alan Upshall/Jan Briggs) that a  
27 Letter of Interest be drafted and sent out to cities asking for proposals. Passed.

28       Item 9. Financial. Alan reminded us we need to establish regular group and corporate  
29 sponsorship. Wales International, the Welsh Development Agency and the Wales Tourist Board  
30 were mentioned among others. It was moved and seconded (Alan Upshall/Berwyn Jones) that  
31 the WNGGA set up a Sponsorship Search Team to develop and maintain financial support.  
32 Passed.

33       Item 10. Smaller sponsorships. Similar to item 9 above, but looking at individuals and smaller  
34 groups. It was moved and seconded (Alan Upshall/Ann McFerrin) to combine with above.  
35 Passed. It was mentioned that in some cases, Scholarship money can be used to assist with  
36 groups or individuals participating in the NAFOW.  
37

38       Berwyn Jones expressed concern with possible burn-out of Board members. He said we need to  
39 include more local people in the planning, and because of this, we need to be careful when  
40 choosing locations.  
41

42       The Board then went into committee.  
43

44       When we came out, thanks were expressed to Alan Upshall.

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2 **5.3 Revenue Generation.** Huw Williams spoke of the importance of the annual fund, long-term  
3 sponsorships, memorials, and keeping expenses down. A suggestion was made to honour Annual  
4 Fund contributors with a thank-you reception.  
5

6 **5.4 Long Range Planning.** Richard Baskwill reviewed the report (copy on file with Official Minutes).  
7

8 **5.5 Scholarship and Grants Committee.** Myfanwy Davies reported that all the 2002 award winners  
9 had been heard from, along with five of the six 2003 award winners. The new guidelines passed in  
10 Stratford were being added to the application forms for 2004, and a draft of the guidelines has been  
11 prepared for the constitution committee for possible future inclusion. President Lynn Owens-  
12 Whalen reviewed some correspondence she had received regarding scholarships. It was moved and  
13 seconded (Berwyn Jones/Jan Briggs) that the Board supports the work of the Scholarship and Grants  
14 Committee. Passed.  
15

16 **5.6 Youth Initiative Committee.** President Lynn Owens-Whalen spoke for Gerri Baker Parry who is  
17 filling the position on an interim basis. They have asked Kara Lewis to assume the post, and are  
18 awaiting her response. The hope is that this committee will do some unique Welsh cultural events.  
19

20 **5.7 Communications Committee.** Berwyn Jones announced that the Committee will meet at 4 p.m.  
21 Some of the items they are planning to discuss are web site connections, charity status for American  
22 and Canadian Welsh organizations, umbrella liability insurance held by WNGGA, and other ways to  
23 help each other. He is expecting 14 representatives of 18 organizations to attend. It was moved and  
24 seconded (Huw Williams/Jan Briggs) to accept the report. Passed.  
25

26 **5.8 Strategic Planning Committee.** Presented above.  
27

28 **5.9 NAFOW Venue Committee Reports**  
29

30 **5.9.1 2003 Richmond.** Presented Above.  
31

32 **5.9.2 2004 Buffalo.** Myfanwy Davies gave an update on the plans for the 75<sup>th</sup> anniversary celebration  
33 in Buffalo. An advance flyer was shown. A question arose about the plans to honour Nelson  
34 Llewellyn and it was suggested the minutes be referred to.  
35

36 **5.9.3 2005 Orlando.** Jan Briggs presented a report on four possible locations and stated their theme  
37 was "Stay alive until 2005". General discussion ensued and it was moved and seconded  
38 (Myfanwy Davies/Ann McFerrin) that we go to Orlando, FL for the NAFOW in 2005.  
39

40 **5.9.4 Etc. Future sites.** It was agreed that we need to line up future sites as soon as possible. Lynn  
41 offered to assist John Ellis with this task.  
42

43 **5.10 Constitution Committee.** President Lynn Owens-Whalen thanked Ed Field and his committee for  
44 their excellent work. This is an ongoing job, and there are no amendments to be presented at this  
45 years' AGM.  
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- 1     **6. Past Venue Reports.** None.  
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3     **7. Old Business.** None.  
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5     **8. New Business**  
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7     **8.1 Priority Choice.** Geraint Jones suggests that the NAFOW should use more North American  
8         talent. He also feels that all sponsorships should be at arm's length, rather than sponsoring specific  
9         artists or participants.  
10  
11    **9. Announcements.** None.  
12  
13    **10. Other Items.** None.  
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15    **11. Closing Prayer; Adjournment.** Rev. Robert Hughes gave the closing prayer. The meeting  
16         adjourned approximately 1 p.m.  
17  
18

19    Respectfully submitted,

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21  
22    Myfanwy S. Davies, Secretary  
23

- 24    Items on file with Official Minutes:  
25    2.0    Minutes of mid-year BOT meeting April 26, 2003  
26    3.0    Financial Report  
27    3.1    Audit Report  
28    4.0    International Headquarters Report  
29    5.4    Long Term Planning Committee Report  
30    5.5    Scholarships and Grants Committee Report  
31    5.9.3  Orlando Venue Report  
32    5.10  Constitution Committee Report  
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