

To: ydrych [REDACTED] (Mary Morris Mergenthal)
From: Ellis Jones <ellis@ [REDACTED]>
Subject: Re: Alan's request & other items
Cc:
Bcc:

Mary: Several items:

Item 1. Bob Minish and I have communicated and he will be sending a check for \$10,000 to Alan Upshall along with a note that the final payment will be before the National.

Item 2. I reach MTC; they are sending me a copy of what they have; their map is a bit larger so we are going to check with concierge at hotel to ensure that he/she has a supply of their maps. When I get the map, I may make a photocopy of the central part of it and include that in the packet. Have to wait and see.

Item 3. No, I don't have an oversize Welsh flag. The one we have is same size as USA and Canada and I'll be giving that to Ron Adams for use at the various events.

Item 4. Yes we do have an immense banner--in fact we have three of them measuring about 22 feet by 3 feet. One is on the wall in the International Headquarters attached to the brick wall. The other two are rolled up. I can take one to the hotel and show it to them. It is what they used at Columbus and is very eye catching.

Item 5. An enlarged copy of the hymnal has been sent to Lyn Warfel Holt along with a note that it is sent to her with our compliments and thanks in advance for her support at the National.

Item 6. Persons choosing Eisteddfod on the ticket list can use it at each of the two sessions. The ticket takers should be told not to take them up on Friday since the folks may want to use it again on Saturday. The ticket says that on the face.

Item 7. BUDGET. I went over the budget sheets and here are the corrections:

Income: Folk evening should have been \$6,000 rather than \$600; Seminars should have been \$11,270 rather than \$11,700; Total should have been \$124,545 rather than \$119,665.

Expenses: Grand Concert should have been \$28,685 rather than \$28,600; Total Expenses should have been \$106,350 rather than \$106,165.

Excess Income should have been \$18,195 rather than \$13,500.

Item 8. No. of registrations in computer is now 515 with added registrations not yet processed--we had 15 envelopes just today. The pace is picking up.

Item 9. Westmark Productions contract. I will check with our audio visual guy here at Gustavus on some of the technical terminology. Perhaps he can help me determine the cost per tape/CD if we order 200.

Hope you-all are feeling better.
Ellis J.

To Ellis
From May

Misc. items

7-13-99

if no help
at committee
contact
MTC
at MTC

I found suggestion from someone early on that we should include an MTC map in packet. Could be a helpful idea. Could you call (612) [redacted] to see if such an item is available in the quantity we want?

WNGGA
no flag

It's OK with hotel for us to hang Welsh flag outside. It would be great if we could. Do you have 2? I doubt it. Shall we see if Wales Tourist Board has big enough one we can use so the one you have is available for each event. The society has one but I suspect it's much smaller than yours. I believe Mae & Don have it if you want to check.

pt
22x36

Ed
take to
hotel

It's also OK with the hotel if we hang a big banner on the railing above the lobby. Did we get the one Columbus had & is it generic enough so we can use it again. That should be something passed on for use each year I would think as they're expensive to have made, but would add a lot to our welcome. Can you look into this?

OK

We don't know if Jane Roberts from Wittenberg, Wis., is really planning to bring bara brith and I've been unable to reach her the past few days. If she does and if we find out in time and if she insists on donating it, we should acknowledge her in the program book. That's not likely to be possible, unfortunately.

All references to Connie Holt (committee list, banquet emcee, choir list) should be changed to Connie Claypool. I sent e-mail to Bob Wms to that effect but he has lots of confusing stuff in front of him.

When Trilby & I had lunch with Lyn Warfel Holt she mentioned that she really needed to get a large-print hymnal given her "advancing age" (she's younger than I. She was serious, though. Since she's not a member and won't consider taking payment to be concert host (not that we were offering but I made that clear early on) could we send her a book with our compliments in early thanks for her guidance beforehand and her help at the concert? Address is Lyn Warfel Holt, 1204 Cannon Valley Dr., Nfld, MN 55057.

Ed
send

Re Eisteddfod - Is idea that if people go to both sessions they will simply show their ticket on Friday & show it again on Saturday or is it a double ticket?

yes

May

X-From_: ydry [REDACTED] Thu Jul 22 15:24:36 1999
Return-Path: <ydr [REDACTED]>
X-Authentication-Warning: mail [REDACTED] Host dialup-pm4-11.minn.net [208.16.89.111] claimed to be [208.16.89.111]
Date: Thu, 22 Jul 1999 15:27:40 -0500
To: Ellis Jones <elli [REDACTED]>
From: ydry [REDACTED] (Mary Morris Mergenthal)
Subject: Re: Response to David & society list

HERE ARE MY RESPONSES TO DAVID -
Generally the attachment looks OK and BOB NEEDS IT PRONTO...HE GOES TO PRESS MONDAY.

HOWEVER, Meirwyn's name is spelled wrong. Ellis had indicated he'd take the evening but I don't care one bit so go with whatever you and he decide upon. I think if there's any space a city should be listed for the ministers. Those who come fairly regularly to the gymanfa know Alan & Alf but I've never heard of Pastor Yueill and don't know where Pastor James is from. However, of course, visitors won't know where any of the participants are from and space is very tight so probably this is a moot question. I agree no bios of them are nec or appropriate but if room, town and church would be informative.

Your closing sequence looks good to me. I think it will be best if you make announcements since they will relate to local matters (meal and bus or weather crises that might arise) and you can make them short. What does the president of the session do then? We MUST limit Alf to 3 minutes if he's to be up there.

Closing ceremony - no I don't want anybody more up there. Getting up there is going to be difficult anyway because we'll have an additional platform up with 2 sets of risers.

Accompanist for informal singing - Some state of affairs we get to, isn't it? You could try Mindy Way-Johnson, my church organist who has played for the gymanfa at my church a couple of times and has accompanied the Nat. Choir for some of its rehearsals. She lives Mpls up by Apache Plaza so it wouldn't be so far if she were willing to commit late nights several nights in a row (questionable since she teaches but it's worth the questions, I suppose). We certainly would have to pay her or offer her tickets to the concert plus parking or something to sweeten the pot. She'd love it but her energy has limits like all of ours. Her number is (612) 782-8608. Her e-mail is mwayjohn@mail.3d.roseville.k12.mn.us and though it's at school she's at a year-round school so think she'd get it. You might want to visit with her in person (via phone) first though. Up to you. I don't think Trilby could/would do it, Ruth Jones is out-of-the country and would drive us all nuts if she played, Priscilla Burt is no longer strong enough. Things are tough!

Recordings - Things are set for the recording - I'm not sure where we actually stand for taking orders at the door, though we have an ad in the program booklet and will make another for the packet. I think we'll probably stop with that but I'll check with Ellis.

Nursery - I just posed the question out of curiosity but I agree it's a question with several sides. Let's just leave it until we meet with the Central woman anyway because we'd have to do that first. I doubt it will work out but we can ask.

About the meeting. I've had no time to call her since I could speak again. I'll try for Wed., Aug 11 or Thurs., Aug 12. Will get back to you as soon as I know. The meeting Ellis is talking about is a meeting for all volunteers on Sun. afternoon, Aug. 29 at the hotel 2-4 p.m. but we're sending all concert ushers over to Central with Holly and it seems to me it would be wise for you to take gymanfa ushers (whom Lois Anderson is locating) over there, too, to give them your priorities and review the location. Can you come then and do that? I haven't in fact checked with Central yet because I've been sick and am praying they don't have a big

service there that afternoon. I'll be in touch. ELLIS - MEETING DAVID IS TALKING ABOUT IS ONE NEW PERSON AT CENTRAL (GINA APPEARS TO BE GONE) HAS REQUESTED WE HAVE AFTER TRILBY RETURNS...WITH HEAD OF CONCERT, SUNDAY SERVICE, GYMANFA, AND MEAL...SO I HAD REQUESTED HIS SCHEDULE...I'LL ATTEND. NO NEED FOR YOU TO DRIVE UP FOR THAT ONE.

I will see what I can do about getting the gymanfa pages to you for proof. I just found out Bob is going to printer Monday so our only chance will be final proof -- the first week of August when you are gone, unfortunately.

Meirwyn has asked to see them, too, if possible. Fortunately, he questioned the bio bits we've been using in various pieces yesterday and I asked him to rush me something more complete which I have now sent down to Bob. It's much better than the bits and pieces I'd been using in various bits of publicity.

Mary

WELSH ORGANIZATION LIST

There is NO charge for me to keep it up-to-date. I simply do that almost daily as I see some reference to a president's name or that a group had elections. Keeping it up is to my benefit, too, and it would be unethical for me to be reimbursed for that and very difficult to determine how much time I spend.

The issue earlier with Nelson/Alf was that I objected to having to copy them all at Kinko's, fold them, type envelopes (which I bought) and mail them (using stamps I purchased) without some reimbursement since WNGGA and NWAFA benefit from the list, too.

Now, I think the question at hand is this: Is there any reason to do that right now when we both have too much on our plates and many people who would receive it are on holiday? Why don't we just send it about Oct. 1. I'll get it ready and then you can print it there and have Mary type labels or, better, put on data base if I cannot get my data base to do labels (which I'm sure I can but don't want to deal with just now).

I know that's not the answer you wanted but I don't think it's worth getting a print estimate from RapiPrint now.

I welcome your response.

VIA CRUCIS

I will shortly fax you a couple of versions. Then please let Bob know right away which we will use.

Mary

X-From: Ctca [redacted] Tue Aug 17 17:04:39 1999
Return-Path: <Ctca [redacted]>
From: Ctca [redacted]
Date: Tue, 17 Aug 1999 18:03:42 EDT
Subject: More Gymanfa....
To: ellis [redacted], ydry [redacted], JAnde [redacted]

Mary, Ellis and Lois...I had a good meeting with Ted Tremblath at the Hilton this morning. Listed below are the questions we developed on Monday evening and the answers. Ted will develop contracts for the various catered events and send them to the appropriate person.

Cassandra Scott will call Mary regarding the stage manager position. She was our Production Stage Manager.

Mary - Please call Ted with the information about the person who sells tea - Welsh Morning. He said he would call to see how to get the tea.

TEA ROOM:

Serving tables in Tea Room will be two half circles forming an open ended circle. Each half circle will have coffee, tea and tea cakes on them. The hosts can stand in the center to collect the money, etc. The tables will have table cloths. We will provide the red and green napkins. Ted will provide sugar, cream, lemon and honey at no additional charge.

Twenty cocktail-size tables will be set with cloths and four chairs at each. Tables will be placed around the perimeter (circling the circled serving tables - say that fast ten times!).

He will provide small plates for the tea cakes.

His understanding is that the cakes will be delivered on Wednesday and he will then decide if they should be refrigerated or frozen. Ellis - you might want to touch base with him on this if you have some suggestions.

There will be a 17% service charge on the coffee and tea.

Coffee is \$36 a gallon (20 cups per gallon) or \$1.80 per cup (not including the 17% service charge). I guess coffee would be \$1.91 per cup.

There will be a \$5 per dozen service charge on the Welsh Tea Cakes! We discussed this but he fell back to the "we're a union hotel" "our staff have to pull them from the kitchens and deliver to the serving areas, etc. etc." If you have 600 dozen tea cakes at \$5 per dozen that will be a service charge of \$3,000. Certainly sounds excessive to me. My recommendation is for Mary or Ellis to call Ted and ask for a discount of this fee. Particularly since Lois' volunteers will be doing so much of their work for them - there should be some payback for us! I'm sorry but I didn't have any leverage at this meeting. He knows that Mary and Ellis will be paying the bills so I think a loud squawk from you would be appropriate.

I haven't connected with Jean K. yet about the volunteer orientation session on Aug 29. Ted said he wasn't scheduled to work that weekend so I gathered that he will not be there. I'll keep trying to connect with Jean.

TE BACH

Ted will provide coffee, tea and all the trimmings on skirted serving tables angled by the two doors (just as Mary and Lois discussed). I mentioned putting the tea cakes in cellophane baggies - the logistics for this will need to be worked out.

He will order two large red, green and white floral displays that can be transported to the catered events - \$50 each.

BANQUET

Handwritten notes and diagrams on the right side of the page. At the top, "9:00 M" is written. Below it, a large circle contains the text "Lemonade, Pastries & Milk, Subsidized by Hilton". To the right of this circle, "with table" is written. Below that, another circle contains "Spilled for 10:30 at Hilton". Further down, "plus tax?" is written. Below that, "if will" is written. At the bottom right, there is a list of numbers: "38", "37", "25", "111", "32", "48". To the right of these numbers, "40" and "470" are written. At the very bottom right, "small" is written. On the left side of the bottom right, "why?" is written with a question mark. At the bottom left of the bottom right, "\$100" is written.

He recommends that the doors be opened 30 minutes before the dinner time. He said that is usually the amount of time needed for everyone to wander into the room. Kay, Ellis and Mary should make this decision.

Ted would appreciate talking with someone about the banquet - he doesn't have much information.

ELLIS - I, Judith, will sell the tickets for the concert and the gymanfa. Can they use a credit card? Do we have credit card slips they can fill out and you can run them through later? Where will I get the tickets that I sell? I think I can borrow a cash box and cash bag from the Theatre. Who can instruct me on making a night deposit?

D-Day is fast approaching. You've ALL put forth a magnificent effort. It will be a wonderful event and you can rest on your laurels later. I hope everything will run smoothly and you can enjoy the Gymanfa.

Judith

*What about socialism?
at Reg Area
& in Church
at 6:30 or
but maybe
1230 on
Sunday*

give to Ed

X-From : deproud@pc [REDACTED] Sat Aug 28 01:44:19 1999
Return-Path: <deproud@ [REDACTED].net>
Date: Sat, 28 Aug 1999 01:54:13 -0500
From: Danny Proud <deproud@ [REDACTED].net>
Reply-To: deproud@worldnet.att.net
To: Mary Morris Mergenthal <ydm [REDACTED]>, Ellis Jones [REDACTED]
CC: Tom Williams <Marykate@mn.uswest.net>,
Frank Siegle <siegl00 [REDACTED]>,
Laurel Bradshaw <mlbra [REDACTED]>
Subject: Seminars budget and equipment

We got a shock today when I finally added up all the equipment rental for the seminars and workshops. The total comes to about \$4031. Back in July we still had a \$1000 estimate for equipment rental, but realized that was probably too low. The figure never got revised.

Past, Present, and Future (projected) budget:

July 15 Plan:	income	11,270	expenses	8,000
Aug. 20 actual:	income	10,150	expenses	11,181 (\$7150 honoraria + \$4031 equipment)
Projected (300 more registrations):	income	13,167	expenses	11,181

Here is the breakdown, followed by ideas for reducing the figure.

2 @ 500 =	1000	Data Projector (Wales Tourist Bd)
10 @ 95 =	950	Slide Projector
11 @ 62 =	682	Overhead Projector
13 @ 28 =	364	Tripod screens (6')
10 @ 26 =	260	Standing lectern mikes
1 @ 207 =	207	VHS Player
1 @ 160 =	160	VHS Camcorder
2 @ 65 =	130	CD player
3 @ 33 =	100	Whiteboard with easel (est. cost)
2 @ 45 =	90	Stereo cassette player
2 @ 38 =	76	Flipchart stand, pad, markers
1 @ 12 =	12	A-frame easel
Total	=	\$4031

Most of these are necessary. All slide projector but one are used at least twice (two seminars on the same day in the same room).

All screens but 4 are used at least twice: Welsh for Beg. (Fri.), Genealogy, Longbow, and Celtic/Native Spirituality. Cost ofr screen + overhead projector = \$90. We might ask these presenters whether the overhead is necessary for these 4 seminars.

Other ways to cut costs:

Save \$65: SP206 convert CD music to cassette. Rhian Davies, Welsh Music
Save \$95: FA203/FP205 use only 1 slide projector. K. Campbell, Celts; Celtic Spirituality
Save \$540: Oral History use VHS camcorder, not studio config. Beth Hensley, Oral History.

(I can talk to Beth at the Cor Cymry rehearsals.)

Note: The figure at the top for equipment rental was based on the \$160 camcorder rate, not the \$700 studio config camcorder rate.

Taking all cuts mentioned here, we would save \$520.

We may be able to negotiate down some of these costs, based on the volume of business we are bringing in. I will not be available for this effort.

I am planning to attend the facilities meeting with the hotel on Thursday at 9 a.m. in the Marquette Room.

Dan

X-From: deproud@postoffice [REDACTED] Sat Aug 28 01:57:29 1999
Return-Path: <deproud@postoffice [REDACTED].att.net>
Date: Sat, 28 Aug 1999 02:07:27 -0500
From: Danny Proud <deproud@postoffice [REDACTED].att.net>
Reply-To: deproud@postoffice [REDACTED]
To: Ellis Jones <ellis [REDACTED]>, Mary Morris Mergenthal < [REDACTED]>
Subject: Room change

Hi,

I was checking my reports and schedules tonight when I found a room conflict.

We are going to have to move FA108 Folk Tale (Beth Phillips Brown), because her seminar is 2 hours, and we have FA203 in the same room at 10:30. I suggest we move FA108 into Board Room 1 where the Oral History Project

will be held. No one else is using the room, and Beth Hensley will be in choir practice until 11:30. Beth does not need any additional equipment, and the room can easily fit her group (only 12 were signed up as of Aug. 20).

Is it too late to add this to the conference addendum we are putting in the registration materials?

Additional notes:

1. Is someone seeing that the piano in the Rochester Room is tuned?
2. I have not done anything with the Picture Display room, the Brynmor Williams VCR video show, nor with meetings scheduled for Trustees, etc. Unless someone tells me to, I will stick to seminars, marionette show, and oral history.
3. I will send you a draft of the letter I am giving to all seminars volunteers on Sunday, and the letter I will leave at Registration for seminars presenters. Please look it over and comment, especially as they affect Registration.

Sorry I didn't have them ready tonight.

Dan