

November 12, 2006 Board Meeting

AAGT Board Meeting

Present:, Ann Bowman, Peter Philippson, Mae Tang, Peter Cole, Dan Bloom, Jenny Edwards, Robert DeVos, Brian O'Neill, Marcy Stern, Sylvie Falschlunger

Absent: Jack Aylward, Phil Brownell, Warren Weir, Ansel Woldt, Marilyn Myles, Tine van Wijk, Bud Feder, Bea Mackay,

PROPOSED AGENDA ITEMS

- A. Conference Vancouver (Bea and Warren)**
- B. Finances (Peter C)**
- C. Manchester Conference (Mae and Jenny)**
- D. 2007 Annual Meeting (Peter P)**
- E. RCP (Marilyn and Tine)**
- F. e-Newsletter (Marcy, Phil & Dan)**
- G. Committee on our Process – Task Force on Decision Making (Dan)**

THE NEXT BOARD MEETING TIME – December 3, 2006 same time as this call.

Welcome

There was a quick check in from all the members present on the call.

Vancouver Conference

In an email prior to the conference call, Bea sent the following information which is summarized here:

Lauren met with Heidi, the representative for UVC. As a result of this, Heidi spoke to the general manager of the Conference Center who authorized AAGT be refunded the deposit of \$2952.50 Canadian dollars. A check will be sent to the AAGT Treasurer.

Warren –has seen the DVD made of the conference and also gave input during the production of it. The logo and title are now done and the cost of the DVD's is determined. There will be a charge of \$70 for 2 masters. He plans to distribute 32 of the 50 copies made to the people who ordered and pre-paid \$20 each at the Vancouver conference. 18 copies will be left for distribution to other folks who have ordered the DVDs since Vancouver.

Peter P – would like to see the DVD before it is sent out to ensure that it is playable in Europe.

Warren – has looked into the incompatibility problem between Europe and N America and found there should not be a problem for newer machines.

Silvie – DVD's usually work on computers but sometimes not on TVs. She has not posted the availability of the DVD on the AAGT website and requested input re: how to do this.

Warren – would like to turn over future orders to someone else along with the master copies.

Silvie – was asked by Peter P to take this on and she agreed.

Warren – will send Silvie the master and the 18 DVD's which have not been paid for. He is also looking into how to ship these.

Board agreed that the cost of the DVD will be \$20 each plus shipping for all new orders.

Warren – there could be a promotional clip made that we could put on the website which could cost possibly between \$100-200 to produce. Warren will look into this.

Warren – suggested that DVD's could be shipped to Peter P for distribution in England.

Brian – suggested we could also help lower shipping costs by sending the DVDs to the RCP's for distribution.

Warren will send Robert, Brian and Peter P a copy of the DVD's to make certain they are playable in those countries.

Warren was asked to share about his experience with the Vancouver conference and was given much support and appreciation for all he and Bea did for the conference. Warren also expressed his desire to help Jenny and Bea with the Manchester conference.

Peter C – overall the conference took in over \$90,000 and spent about \$75,000 on the conference. AAGT is in the black financially.

Marcy – noted that the amount of food ordered, having the conference in a place that was also surrounded by many restaurants, and having rooms with kitchens probably helped with the costs.

Peter P – asked Warren if he would like to stay on the calls.

Warren – would like to take a break including being on the leaders list. He is more than happy to help with Bea and Jenny as they need it for Manchester.

Peter P – suggested that AAGT buy flowers for Lauren.

Warren – Bea and he will organize this and bill AAGT.

Peter C – asked Warren to email him regarding the cost of the flowers for reimbursement.

Manchester Conference

In an email prior to the conference call, Peter P sent the following information:

I also want to let you know that postcards advertising the 2008 Manchester conference are available from the organizers by e-mailing them at <manchester08@googlemail.com>. Please let them know if you want the cards themselves (and how many), or to be sent the artwork as PDF files to print yourself

Jenny – have a venue on hold but it may be too expensive for all the members. There is a possibility of booking through the University but can't do this until January.

Mae – Manchester Conference Center is up in the air but they are looking at negotiating the costs further.

Jenny – they are on a first refusal basis with Manchester Conference Center but no deposit.

Peter C – the deposit for Manchester Conference Center seems too expensive. He is also working with Danny and Bud on this but at first blush it looks way out of our league financially .

Peter P - May want to use a conference planner that takes their commission via the conference venue.

Jenny – has a name for a conference planner and understands that they don't charge the organizations commissions but charge the venue when the conference is booked. When she did this for another meeting, she did not sign a contract until four months before the date. She also was able to have a minimal number of attendees at four months and the contract allowed for adding numbers as the date approached.

Peter P – University requires at least a guarantee of 150 folks for the sole use of the Conference Center. Room rate is reasonable and includes breakfast. Student study bedrooms are cheapest; hotel style rooms are also available. It is similar to Vancouver.

Peter P - Common rooms can be used as well for process groups which could cut \$5000 for off the top for the conference.

Jenny – Concerned about quality vs. quantity if we let go of private rooms for process groups.

Brian - asked for more information about the venue and options that are being explored.

Peter C – concerned about signing a contract with a conference organizer right now. He wants to continue to look at all our options.

Peter P – favored conference organizer to move the process along as time is very sensitive at this time to book the venue.

Jenny - contract is with the venue not the agent. The agent gets paid when the venue is officially booked. She liked the agent she used but this agency may not be able to find venues that meet all our financial requirements. There are other agents available and she will look into these.

Peter C – brought up the question that summer is more expensive for travel than fall.

Peter P – summer is better in that the university is available for housing rather than hotels only as would be in the fall.

Peter P – Suggested that the board approve obtaining an agent to help with venue as long as they do not require an exclusive contract. If they do require an exclusive contract, this would need to be approved by the board.

Board agreed.

Finances

Peter C sent a financial report to the board prior to the call. His goal is to make a monthly, understandable report which he is doing. Thanks Peter!

2007 Annual Meeting

In an email prior to the conference call, Peter P sent the following information:

We agreed at the Annual Meeting in Vancouver that the 2007 Annual Meeting would be in the South West USA, adjoining the SW Region conference. I now have details of the dates and venue:

*Th, Oct 4 all day and Fri, Oct 5 until 1 PM- A Writer's Conference
Fri Oct 5, 3PM or 4PM until 6PM or 7PM Opening Session SWAAGT
Sat Oct 6 All day SWAAGT
Sun Oct 6 SWAAGT til noon*

**Sun eve Oct 6 - AAGTi Annual Meeting
Mon Oct 7 - Annual Meeting (should be finished by lunchtime)**

People are welcome to attend any or all parts of this event, though the SW AAGT has asked that people coming to the conference attend the whole event, and at least from the Saturday morning.

Peter P – SW AAGT conference will be somewhere in Berkley depending on how many people come. He is also interested in making the meeting only on Sunday – Oct 6 from noon to evening (rather than Sunday evening to Monday noon). This may be more conducive for folks to attend the meeting.

Peter C – southwest folks want to protect the integrity of their conference by not having people drop in and out. They request that folks commit to full attendance at SWAAGT.

There was discussion among the board about the pro's and cons to doing the meeting in one day or breaking it up.

Board agreed that the Annual meeting will be from 2PM to 7PM on Sunday the 6th.

Committee on our Process – Task Force on Decision Making (Dan)

Dan – Many folks are not responding as much to the discussion. Looking towards spring to have things coalesce and he will send out another email to get folks involved again in the discussion.

E-Newsletter (Marcy)

Marcy – had trouble contacting the webmaster. Plans to do the e-newsletter and is looking at how to put photo's in – this is somewhat complicated.

Peter P – lots of folks are posting pictures on flicker so we could post the links.

Marcy – has had little response from membership for what to post in the newsletter. Should she ask again?

Peter P – yes, could email again. Also can look on the members list for interesting posts and we can send on interesting discussions for the lists.

Marcy – nothing from RCP's either. (Peter P will be on the call on Tuesday and ask about this). Marcy has not posted the President's message as it was put on the AAGT2 website. Wondering also how the information got to AAGTs list. She is wondering about if the information from the conference is too dated?

Board agreed “no.”

Peter P – Phil had suggested that we archive these e-newsletters by saving the files (on Marcy's computer).

Marcy – keeps this as a print out and on CD.

Dan – this also is archiving our history.

Marcy – needs to have board support for the e-newsletter as this communication has dwindled over the last few years.

Board discussion followed and some wondered if this was perhaps because people are now dialoging on the lists.

Dan – what about advertising in the newsletter now that it will be on the web?

Peter P – yes this should be possible and we need to assess the costs for this.

Marcy – there were charges for the previous newsletter for half and quarter page adds.

Peter P – asked for board approval that: 1) if people send plain text to be in the newsletter regarding announcements such as “this is what I’m doing” or “this is what I am publishing,” there is no charge 2) If what they are submitting something that needs special formatting or is an advertisement or solicitation then there will be a charge assessed.

THE NEXT BOARD MEETING December 3, 2006 – same time as this call.