

## **Annual Facilities Report, 2016**

Thank you to the executive and PDTCA board for all the hard work in putting together an excellent professional learning opportunity for our approximately four thousand teachers. Thank you to the retiring board members for their service to the teachers in the Palliser District. A special thank you out to Mrs. Jill White, my most excellent assistant, who helps immensely with making sure our executive and board meetings run smoothly.

There were very few issues needing to be addressed during the two days of our 2016 annual convention due to the very thorough work done through our online booking, database, speaker contact, close committee work (special thanks to Andrea and Bertha) and work with our vendors. Next year, I would like to see more detail from our feature speakers regarding their av needs as we seemed to have issues in these sessions due partly to less information from these speakers than would have been desired. Also, not having av switching during the day is a good idea, as we only have 15 minutes (or less) to swap out av, which was necessary in a few sessions. I have made some suggestions relative to the online proposal form (to Bertha and Andrea) for 2017, from the Facilities perspective.

### Evaluations feedback(issues only)-

Delegates-	11 delegates commented that the rooms were too small and/or all sessions should be set in theatre to increase seating
	-3 delegates commented that they wanted free wifi
	-3 delegates commented that either the day should end at 3:00 p.m. both days, and/or there should be a lunch break built in for wellness purposes
	-1 delegates mentioned an AV issue in the room
	1 other delegate mentioned an external noise issue in Sheldon Kennedy's second session.
Speakers	-2 speakers commented that their room was too small
	-2 speakers commented that there should be a lunch break for all delegates
	-4 speakers commented that they had av issues during their session
	-1 speaker mentioned session length as an issue(the speaker wanted more time)

126 teachers enjoyed the Glenbow Museum's reduced \$5 entrance rate during the two days of convention.

This year we had three musical groups provided by Foothills, Livingstone Range, and Palliser Locals. Thank you for our three band liaisons (Jennifer M., Barb K., and Jill W.), who helped usher these students. Next year our three musical groups will be from **PrairieLand, Rocky View, and Three Drums of Wheat.**

Room block fill numbers were 66/75 at the Palliser and 376/325 at the Hyatt. We had four no shows on our master account for the conference, and some confusion as a few speakers showed up at the wrong hotel to check in. Next year, in the final email from our committee, we will have to 'take them to the river' and let the speakers know (Again) where their hotel is that we booked for them. There will be a few more speakers at the Palliser next year as we had difficulty filling the block for 2015, at 75 rooms. We still did meet our minimum (so no penalties), however, after I exercised an attrition policy built into the contract. We have a room contract for 75 rooms at the Fairmont Palliser for 2017. We have a room contact for 270 rooms at the Hyatt Regency for 2017 and 2018 (lower than this year by 55 rooms). There will need to be decisions made the Palliser as 2017 is the last year of our current contract. We have a contract with the Hyatt for 2017 and 2018. 2017 will be a key year to see how hotels and room sizes/session space/av needs shake out with relation to the lower delegate count and changing demographics of our delegates and then going forward for 2018.

This was the first year with our new onsite bookseller, Owl's Nest Books, from Calgary. We had them setup in the North End of the Pre-function area and they had pretty busy traffic for both days. They exceeded their sales goals, from an exit interview with them. Next year, I would propose having them move into the Exhibits Hall and rent a booth or two or share some of their setup costs (\$700) in the pre-function space as I feel that PDTCA could help subsidize some of their costs but shouldn't pay the whole shot. It seemed to be appreciated by many teachers by the number of requests for directions to it.

This year we utilized Imperial 1-9, Exhibition Hall E/Annex, and Macleod A-D for the morning features on Thursday and then did reconfigurations (airwall moves) in Imperial and Mac Hall at noon, which went smoothly. Our vendors (AV, Convention Staff, Hotel Staff at both our host hotels) were excellent to work with as issues came up during the planning, and convention stages.

Excellent large floorplans and schedules posted, as expressed by several teachers over the two days.

This year we got free wifi internet for our delegates at the Hyatt as a last minute negotiated concession from PSAV, and will have this concession for 2017 as well. The reduced rate for our exhibitors and speakers at the CTCC (\$3 if we prepay, for a capped speaker amount and exhibitors) was good. Delegate (user pay) at the CTCC remains very expensive and cumbersome, in my opinion at \$25 for the two days per device. I have expressed my concerns to the CTCC again for a free or lost cost option for 2017, this time to the general manager, in writing. No decisions have been made by the CTCC as a change in general manager in the past two months has placed an interim general manager in place but discussions continue.

Coatcheck was not used much outside Macleod Hall, but again, it was relatively warm outside this past convention. I recommend continuing this in the future.

I am no longer an elected board rep. from Chinook's Edge Local #17 to PDTCA, as my school voted to start attending CATCA in 2017 and Chinook's Edge has chosen their three new 'south' board members. I'm currently not sure if someone is interested in being Facilities Chair for 2017. If that were to happen, I would imagine a transition year as the best choice, as the role is significant. Alternatively, I could continue on, in a contracted facilities position role, going forward. I would also need permission from CATCA to attend PDTCA during the actual two days of convention for 2017 but understand that this is a possibility. I support the wishes of the executive and board in whatever their decision is and I'm happy with however things shake out. I have appreciated the opportunity to serve and the skills I have learned in the past, almost, decade on the PDTCA board and executive.

If this is to be my last meeting on the PDTA, I would like to echo words that our Honorary President mentioned, that adult lifelong learning is not only critical for improving our practice as educators, but also that it sets the example and tone for our fellow teachers and ultimately our students that we teach.

Respectfully Yours, Larry Neville, Facilities Chair, PDTCA