

**PDTCA Facilities Report**  
**May 25, 2018**

1. I am looking forward to representing our board as Facilities Chair again this year. Thank you for your confidence. Please feel free to contact me or our Facilities Assistant with any questions, comments, and/or suggestions you or your local may have about anything related to space, equipment, furnishings, or services provided by our vendors. Our key vendors are: The Hyatt Hotel, Fairmont Palliser Hotel, Marriott Hotel, Telus Convention Centre, Evolution AV, ProShow AV Services, and St. George Show Service. We are extremely appreciative of the great relationship we have with each of them.
2. I would like to make a motion to re-hire Larry Neville as our Contracted Facilities Assistant for the 2019 Convention Year.
3. According to our Board Policy, board members must:

“Inform the President, Secretary and the Facilities Assistant, a minimum of **eighteen days** prior to your absence, if you are unable to attend any board function.”

I realize that life happens, and respect that eighteen days’ notice is not always possible, but please let the Executive know of a possible absence as soon as you can. This is especially important for those who we book hotels rooms for. Cancellation fees and/or full room charges for no-shows is not a productive use of our money. Please also inform us about any board member changes from your local so we can have the proper accommodations arranged for everyone.

4. The Conference Manager for the CCTCA has contacted us and would like to discuss details of our current and future contracts. I am in complete support of sharing what elements are included in our contracts with CCTCA or with any other convention board, but no specific pricing information will be shared without the full knowledge and consent of our vendors and our board. Please help us to keep our financial information confidential within our board and our locals.
5. Upcoming Meeting dates:

Remainder of 2018

April 13/14  
May 25/26  
September 14/15  
November 30(Executive only)

2019

January 18/19  
February 21/22 (Convention)  
April 5/6 (?)  
May 10/11  
September 27/28

Respectfully Yours,

Jill White  
Facilities Chair, PDTCA