

***PDTCA Facilities Report  
September 14, 2018***

1. Our annual \$5000 deposit to the CCTC for our 2019 Convention was paid in August. Thanks to Larry, Bertha, and Sherry for making those arrangements.
2. The preferred in-house AV company at the CCTC has changed from ProShow to FMAV
3. Reminder of Board Policy regarding absences:

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. Thanks!

4. Upcoming Meeting dates:

Remainder of 2018  
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