

Facilities Chair Report Board Meeting October 2nd, 2020

Submitted by Christine Crane
Facilities Chair
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1. The fun began back in May with a new Event Manager for the Calgary Telus Convention Center. This resulted in an interesting journey into contracts (we only have a yearly contract with CTCC), deposits (usually we put down \$5000 but we were uncertain back in May what the next Convention would look like), and communication. Ultimately, in July, in order to release the contracts for the Exhibits, we put a deposit of \$5000 to hold our dates with the right to first refusal if someone else asked to hold a convention on those dates.
2. Larry and I met with Rebecca Norris the new Event Planner for the Hyatt at the end of August to discuss the logistics of holding our September Executive and Board Meeting face to face at the hotel. We learned that they have not had very large groups (12 was the largest at that point) and of course masks were mandatory etc.
3. We were then directed by Barnett House to get information about our cancellation clauses so Larry met with Tammy from CTCC and Rebecca from the Hyatt and Michelle from the Palliser to get more information.

I have included his report here:

Meeting with Calgary Telus Convention Centre (CTCC)

- currently their present capacity is approximately 500 between both buildings.
- currently we do not have a counter signed contract
- currently there is a \$5000 deposit paid to hold dates
- if we cancel, there will be no penalties and our deposit can be either refunded or carried over to next year
- the CTCC would like to wait until after October 3rd for us to make the decision to either cancel or sign an amended contract (with a Pandemic clause added, which protects us)
- The CTCC will be open to other bookings for our dates but will give us the right of first refusal for booking space in lieu of a signed contract
- MacLeod E2 is setup as a recording space for FMAV if we need to record or broadcast live speakers to a virtual audience
- We have no contract obligations or contract with FMAV (in house AV provider)

Meeting with the Regency Hyatt, in attendance, Rebecca Norris

- a signed contract exists with a clause that will allow to cancel without penalty our bookings for our annual convention for 2021

- a \$5000 deposit has been paid which can be refunded or moved ahead for the deposit on our 2022 contract, or applied to the master account depending on our direction
- currently the Imperial Ballroom can host 100 people seated and 50 socially
- The Hyatt is more than willing to work with us if we need to set further executive meetings or have space during a virtual event for members of the executive, for example.
- we currently have no contract with the inhouse AV company (Encore, (formerly PSAV) at the Hyatt

Meetings with the Fairmont Palliser

- a signed contract exists with a clause (Force Majeure) that will allow us to cancel, without penalty, our bookings for our annual convention for 2021
- a \$1000 deposit has been paid for 2021 which can be refunded or moved ahead for the deposit on our 2022 contract, or applied to the master account depending on our direction
- Our executive meeting on December 4th will be moved from the executive boardroom to a larger room where social distancing can take place.
- The Palliser is more than willing to work with us if we need to set further executive meetings or have space during a virtual event for members of the executive, for example.
- we currently have no contract with the inhouse AV company at the Palliser as we only use this for guestroom space for our annual event.

4. The CTCC AudioVisual Companies have digital suites to prerecord speakers if needed. Or if needed live broadcast with professional lighting, sound engineers.
5. Thank you to Larry for putting together the in person Executive Meeting at the Hyatt – no easy feat!
6. Moving forward with the new news from the ATA about an online Teacher’s Convention, we will be supporting our program in any capacity we can from “war rooms” to prerecorded sessions!