

Facilities Chair Report Board Meeting March 27th, 2021

Submitted by Christine Crane
Facilities Chair
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1. Big shout out to everyone who contributed to the amazing success of the convention from a facilities lens:
 - a. Bertha
 - b. Chris Gonzales
 - c. Bertha
 - d. Larry and Etienne from Encore – they loved the video that Andrew made!
 - e. Bertha
 - f. The Executive team
 - g. Bertha
 - h. Our moderators
 - i. Bertha
2. Moving forward:
 - a. Signed contract sent to Telus Convention Center for Feb 24-26 2022 Convention
 - b. Deposit due Sept 8th
 - c. Waiting to hear what PEC decides to do for next year's convention
 - d. Attend Spring PDAC and Convention April 23-24
3. I would like to make a motion to nominate Larry Neville as my contracted facilities assistant for 2021-2022 year (assuming I am elected into the position). My intention is to be the lead with the CTCC and to shadow Larry to learn the ins and outs of dealing with the Hyatt for an in-person event.
 - a. ie. Booking the next three year contract with the Hyatt....
4. Ideas for next year's convention:
 - a. Use your laptop or computer to access the Zoom sessions vs. mobile device– more reliable connection, more functions than an app – privacy settings need to be adjusted in Vimeo depending on the other videos that might only be available once
 - b. Remind exhibitors to use a different email address for their profile vs. a speaker email address
 - c. Locals to put their banners with links to their local websites
 - d. Don't start recording too soon – wait until speaker starts ie. Jane Felling videos!
 - e. If sessions roll into the next one, make sure you still close the room in between sessions.

f. Have a Zoom desk at the help desk even if we are in person

7:30-12:00 3 people 12:00-4:00 2 people – Thursday

8:00 – 12:00 2 people 12:00 – 2:00 2 people – Friday

g. FAQ needs to be updated in regards to questions from last year?

h. FAQ, email, Zoom help desk...all needed

5. Future Dates

a. Next Board meeting May 28-29

b. Next year

i. Sept 24-25

ii. Dec 4th – Executive Policy Review

iii. Jan 21-22 - tentative

c. Feb 24-25 2022 next convention dates