

Facilities Chair Report
Executive Board Meeting January 28, 2022

Submitted by Christine Crane

Facilities Chair

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1. Larry booked introductory video recording with Jenn with Encore and Telus Feb 8th with a 25% discount from Encore and Telus.
2. Jan 17th met with Bertha and our Encore people (Larry and Etienne)
 - a. Reminder that our moderators need to be on time ie. 10 min before the start of the session
 - b. Moderators need to rename and review their role
 - c. Talked about making sure the recordings start when the speaker starts and ends at the end of the session even if it is in the same "room"
 - d. We need to remind our delegates and moderators that they need to be on a computer! Not a mobile device! With reliable internet!
3. Meet on Wednesday, Feb 23 time? To go over program with Encore?
4. Speakers are responsible for Breakout rooms?
5. Still will run virtual help desk with Bertha, Paulette, and myself
6. With the cancellation of our rooms and meals at the Hyatt for convention, we will not be recompensed any of the \$52 000 that they were willing to put towards this expense as a result of cancelling our event.
7. The Hyatt did not charge us the \$4000 when we cancelled our Jan 28/29 event. They could have levied the contracted amount as there is currently no AHS or REP or Government mandate to refund anything due to force majeure because of COVID after the allowed cancellation deadline.

Next meetings:

March 25/26

May 27/28