

Facilities Chair Report – Submitted by Lindsay Avramovic

WORK COMPLETED:

- Hotel rooms have been booked for Board Members, Honorary President, and Long-Term Service recipients and speakers as indicated.
- Menus are set for Honorary President's Reception on the Wednesday night of Convention, and speaker lunches for both February 23rd and 24th.
- Electronic banner has been sent to our vendors.

WORK IN PROGRESS:

- Pre-Convention meetings with the Hyatt and Calgary Telus Convention Center will be taking place Friday, January 20th with much planning happening behind the scenes.
- Estimates and event plans are being built for the three different buildings and Audio/Visual (AV) vendor.
 - Current estimates for AV from Encore are higher than expected but are not unreasonable, given we haven't budgeted increases year over year for the past three years.
- The facilities team continues to look into alternate venues and associated costs going forward for PDTCA events and meetings. Greater attention will be given to this task following February's Convention.

NEW BUSINESS:

1. Hotel Block pickup is going well. Fairmont Palliser 23/30 rooms booked, Hyatt 264/270 rooms booked. Room block rate \$249.00 guaranteed until January 20th, 2023.
2. Free wireless internet will be provided for delegates at Hyatt and Calgary Telus Convention Center. Bertha has been provided with information.
3. Coat check will be located outside Macleod Ballrooms each day of Convention.
4. Remember to Board Members to bring the banner on Wednesday from your local.
5. Information has been given to Bertha for the website regarding the Glenbow Museum (closed until '25) and the Bell Studio deal.
6. Reminder: Remaining meeting dates for this convention year are as follows.
 - a. February 22, 2023 Honorary President's Reception*
 - b. 23/24, 2022 Teachers Convention
 - c. March 24, 2023 Executive Meeting
 - d. March 25, 2023 Board Meeting
 - e. June 2, 2023 Executive Meeting
 - f. June 3, 2023 Board Meeting