

## Facilities Chair Report – Submitted by Lindsay Avramovic

### **WORK COMPLETED:**

- Hotel rooms, Conference Suite and Stephen Room have been booked for the PDTCA Executive Meeting being held on June 1<sup>st</sup> and whole Board Meeting being held on June 2<sup>nd</sup>.
- Contracts have been signed for Executive and Board Meeting dates for 2024. Room blocks have been reduced for the Friday nights in case the President would like to switch any of these meetings to virtual for the Board meetings as a further cost cutting measure, thereby reducing our financial exposure for a room block which would not be filled.
- Contract has been signed for 2024 with the Calgary Telus Convention Center which includes no cost increases for room rental.

### **WORK IN PROGRESS:**

- We are currently working on a venue review for Executive & Board Meetings and our Annual PDTCA Convention, as per the directive/request by the Board. While we have contracts with the Calgary Telus Convention Center, Hyatt and Fairmont Palliser in place for 2024 and 2025, we are looking for cost savings where feasible and practical.
- Larry conducted a tour of the Stampede Convention Centre in the last week of May to receive preliminary pricing for a possible Convention in 2026.
- The facilities team is also researching other venues for possible board meetings for 2025 and beyond.
- Contract negotiations are in progress with the AV vendor for the Hyatt and Calgary Telus Convention Center (with no increases in costs) for 2024.

### **NEW BUSINESS:**

1. Cost Savings Efforts:
  - a. We have eliminated the catered Executive meeting meal and adjusted our meeting times accordingly.
  - b. We have trimmed down the menu for our Board meeting and coffee breaks.
  - c. We have purchased our own audio visual equipment which pays for itself in savings, each meeting.
  - d. We continue to offer a hybrid format for our Executive and Board meetings, saving money by reduced costs for hotels/meals/kilometrage for those PDTCA members who prefer to use that format. For the June meeting we have 11 people "Zooming" in.
  - e. We are hoping to rent 24 LCD projectors from Barnett House for Convention 2024 thanks to Danny Mass' suggestion. The cost of rental is \$50 per projector which is a significant cost savings.
  - f. The price for hotel rooms for teachers at both the Hyatt and Fairmont Palliser will remain at \$249 for 2024 and 2025 Conventions.

2. PDTCA Convention Meeting Dates for 2023/2024
  - a. September 15, 2023 Executive Meeting
  - b. September 16, 2023 Full Board Meeting
  - c. December 1, 2023 Executive Meeting/Policy Review
  - d. January 19, 2024 Executive Meeting
  - e. January 20, 2023 Full Board Meeting
  - f. February 22/23, 2024 (Annual Convention)
  - g. March 22, 2024 Executive Meeting
  - h. March 23, 2024 Full Board Meeting
  - i. May 31, 2024 Executive Meeting
  - j. June 1, 2024 Full Board Meeting
  - k. September 20, 2024 Executive Meeting
  - l. September 21, 2024 Full Board Meeting
  - m. December **TBD** Executive Meeting/Policy Review