

Facilities Chair Report – Submitted by Lindsay Avramovic

WORK COMPLETED – SUCCESSFUL CONVENTION HIGHLIGHTS:

- Considerable cost savings this year for AV of approximately \$12,000.00 due to the new program format, ATA projectors, negotiating equipment.
- \$2000.00 savings at the President’s Reception due to reduction/substitution of items.
- Able to manage impromptu changes/additions/concerns – book signing, additional mics, dietary needs, ATA Certificate of Liabilities
- Prayer room was well received by delegates.
- Filled both room blocks at the Hyatt and Fairmont Palliser:
 - Forgoing our contract concession at the Fairmont (free meeting room) and using SARO for December executive meeting.
 - Our contractual concessions at the Hyatt reduced rental costs of the imperial rooms.
- Conducted a thorough review of venues for future executive/board meetings, as well as future convention locations. *See new business below.*
 - Mount Royal University and the University of Calgary – **ruled out**:
 - Concerns about the size of our convention.
 - Smaller keynote spaces (480); classroom arrangements limited (difficulty when speakers request theater, perimeter seating, etc).
 - Can only sign contracts once the academic calendar has been released.
 - No secure space for exhibitions.
 - Classrooms would be across campus and we would need to rethink the entire program to accommodate time to go between multiple buildings.
 - Calgary Stampede can accommodate our convention, however, no hotel on site until 2026/2027. Recommend PDTCA hold off until construction is complete as not having a hotel onsite is challenging for speakers, board members, etc.

WORK IN PROGRESS:

- Signing of contracts for board/executive meetings for 2025, PDTCA Convention 2026.

NEW BUSINESS:

1. Hyatt Regency Points Account

- a. Facilities@pdtca.org

PDTCA ASSOCIATION

Member | 573843578P

Member Since March 2024

- b.

2. Memo from Executive Secretary indicating that convention board meetings cannot conflict with PEC Meetings.

- a. Moved September 20 (Executive) and 21 (Board) meeting to September 27/28th.

3. Motion for venue of Executive/Board Meetings

- a. Cost Comparison Presentation: [LINK](#)
- b. Recommendation to move future May/June meetings online.

4. Considerations for Future:

- a. Clarification re: hotel rooms for executive who are local.
- b. Eliminate the conference suite. Total cost for Wed-Friday was \$2730.00 + tax
 - i. Utilize the Walker-Bannerman for Thursday/Friday
- c. Eliminate Regency Club Access - \$90/day x 3 nights per executive which would equate to \$3000.00 savings.
- d. Concerns regarding overcrowded sessions voiced from delegates
 - i. Continue with bigger rooms; consider venues for 2 days that are close with bigger rooms and let the Glen and Telus rooms go. Is there value in room rentals and A/V for rooms that do not get adequate attendance.
Defer to Program Chair – host sessions that can hold a minimum 100?
 - ii. Sched showing that sessions have up to 400+ interest, and yet can only hold 40 people. Is there a way to move sessions in two weeks before convention?
- e. Appeared to be a greater number of cancelled sessions and rooms sitting empty.
- f. Three no shows on master account for hotel rooms – what will be our protocol to respond to this moving forward?

5. PDTCA Convention Meeting Dates for 2024

- a. May 31, 2024 **Executive Meeting**/ June 1, 2024 **Full Board Meeting**
- b. September 27, 2024 Executive Meeting/ September 28, 2024 **Full Board Meeting**
- c. December 6th, 2024 Executive Meeting/Policy Review meeting