

Finance and Budget Monthly Meeting October 2023

October 18, 2023

Present:

Chair: Reino F.

Co-Chair: Kristi N.

Alt. Treasurer/Secretary: Alicia M.

DCM: Tony

DCM District 40: Doug D.

Past Delegate: Paul

P.I, District 31: Byron T.

2025 Convention Chair: Cody

DCM: Kevin W.

Past Delegate: Deborah

Reino opened the meeting at 8:03pm with serenity prayer & read purpose of finance committee. We went around the room and introduced ourselves.

Reino asked Cody to explain the hotel contract. Cody says they are looking at the Royal Sonesta for the first weekend in January 2025. Guidelines state to do convention by the third weekend in January so they are in the guideline for the first weekend in January. There will be a few minor changes to the contract including the name of our organization. We don't have to pay for meeting rooms. \$10,000 for food and beverage. Rooms will be \$149. Coffee will be discounted 30% off regular rate. Coffee is \$90/gallon (regular rate) & \$63/gallon (discounted rate). Parking is \$10 a day (discounted for the weekend). We have the ballroom plus overflow room that will hold 400-600 people. Also have extra breakout rooms for archives. The standard deposit is \$2000 and the remaining \$10,000 to be out over time. Cody will find out if she can work with us about the deposit. The hotel has an approved vendor for A/V and it's at a discounted price.

Paul thanks Cody for the hard work and asks what the price for A/V. is Also, Pual asked why limit the hotels to the inside of the loop?

Cody states that Greens point Hilton was more expensive and did not want to go to The Woodlands.

Paul asks how we will cover the \$10,000 in food and beverage.

Cody states coffee sales with \$3,000 - \$4,000 and the remainder would be paid through registration.

Tony points out the contract states no smoking on hotel property.

Cody says the lady he is working with will fix this in the contract, but there are outdoor smoking areas.

Byron has a question about the fees.

Cody states the meeting spaces are being billed as food and beverage.

Doug suggests brewing our own coffee in hospitality suites.

Cody states our hospitality suites will be upstairs.

We will need to make up the \$10,000 with coffee sales & will see if the price will be reduced if we bring our own cups, sugar, and creamer. Cody is meeting with the hotel tomorrow but can be pushed back.

Reino states to get with Catherine for a tax exemption form for the 34% tax.

Deborah makes suggestions to have a limit spent on coffee each day to not exceed \$10,000.

Deborah asks if we must use their A/V guy, or can we use our own? We have an A/V guy with all his own equipment, and he doesn't charge us.

Tony asks about insurance for A/V.

Deborah states the guy she knows has several million in insurance coverage.

Reino asked if insurance can be waived.

Cody states we don't need insurance just an outside vendor needs it.

Tony states there is fee of \$100 for outside vendor.

Cody will get a quote from the hotel for the A/V vendor.

Deborah will get Cody the contact info for the A/V guy she knows.

Contract seems okay and Cody was asked to be prudent with budgeting.

Reino suggests a minimum deposit of \$1,000 when the contract is signed. Can we do \$1,000 five times and the remaining \$5,000 when we get to the hotel for the convention?

Deborah will contact A/V guy to see if he is even available January 3-5.

Reino calls for a vote. Everyone is favor.

Cody will sign the contract.

Closed @ 8:55pm