

**Report to AWSC Meeting
March 20, 2021**

Conventions Coordinator

I have this update from Susan, District 22:
spring 2020 assembly/Convention:

I have reached out twice to the Hilton- we have a deposit of 500.00 for the rental of the meeting space for the Assembly portion, in case people would like to meet in person, I have not heard anything back from them. So I have nothing to report.

As far as the convention portion, the district and the committee members have been verbally notifying NYN coordinators via the assembly and emails that we do not have the support to host and coordinate the in-person portion of the Convention.

That being said, I do not know what the next steps would be. If at the AWSC you could verify if 2021 Spring assembly/ Convention can be held via Zoom, if the AWSC members wish to have a in person Space at the Hilton I would need feedback to their specific needs. These are unusual times and any help in this matter is appreciated. Please call if you have any questions.

And this update from Jim for the 2020 Fall:

**2021 NYN Fall Assembly Committee Report
March 2, 2021**

Currently the Comfort Inn and Suites on Buckley Rd. in North Syracuse, where we had reserved dates to hold both the 2020 NYN Fall Election Assembly and the 2021 NYN Fall Assembly is permanently closed. I have confirmed that with a visit to the location of the hotel and there is also a banner on their webpage stating that they are permanently closed. I had already put together an updated list of other local area hotels with available banquet facilities. I have checked most of the hotels on the list recently via their websites. The majority of the hotels on the list are not currently offering banquet services, or are limiting their food and beverage options right now due to COVID. That includes the Hampton Inn and Suites on Buckley Road. I will call the hotels directly between now and our next Committee meeting on March 13, 2021 and try to find out if any of them will be available for holding a convention in September or October, 2021.

Louise F. contacted the Syracuse Convention and Visitor's Bureau and received three responses. These were from the Embassy Suites in East Syracuse, off of Carrier Circle (exit 25 off the Thruway) in East Syracuse, The Holiday Inn in Liverpool, and Barbagallo's, a banquet hall and restaurant which also has a hotel, located in East Syracuse, also off Carrier Circle.

The proposal from the Embassy Suites would require us to book 100 rooms at \$101.00 per night, 50 on Friday night and 50 on Saturday night, with one room being comp'd for every 25 booked. The block of rooms will be held until August 18, 2021 after which any unreserved rooms will be released. Meeting Room rental rates for Friday night would be \$500.00 for the larger room we need for programming, and \$100.00 for the smaller room we would need for committee meetings. The hospitality room charge for Saturday would be \$300.00 and the Assembly Meeting Room charge would be \$500.00. We would not be charged a meeting room fee for our banquet meal. For Sunday morning, the room for Alateen Interest meeting would be \$200 and there was no charge for the room for the Spiritual Panel. The original dates of September 17, 18, and 19, 2021 are available.

Barbagallo's will not allow us to bring in our own food; hence we would not have a hospitality room. The meeting room rate for the weekend will be \$2,500.00. There would be no charge for the room for Hospitality. Louise will provide more information to Jim regarding their rates and other facilities. They are offering 25 rooms at \$89.00 per night for Friday and Saturday.

The Holiday Inn, Liverpool was available on September 24, 25, and 26, 2021 but not on our original weekend. Louise will provide more information to Jim regarding their rates and other facilities. These will be added as attachments to the email with this report. The proposal from the Holiday Inn would require us to book 100 rooms at \$109.00 per night four single or double, \$124.00 for triple and \$124.00 for quad. They will hold 50 rooms on Friday night and 50 rooms on Saturday night., A \$2,000 fee for the weekend meeting rooms would be charged. The normal charge for these facilities is \$8,175.00 for the weekend.

The hotel requires a 15% deposit (\$300.00) upon receipt of the signed contract. There is a cancellation fee of \$2,000.00.

We discussed a variety of options that we are considering. It was agreed by all that this Assembly is going to happen, with when, where, and how, to be decided. We discussed “thinking outside the box” for options for hosting the Fall Assembly. We agreed that we should plan for at least 50 people, perhaps more. Our options include holding a one day only Assembly event in person, perhaps having the Assembly only on Saturday and Sunday, or having a full Assembly on Friday, Saturday and Sunday. We are considering all our options, all possible dates, and the considerations of what each option would cost. These are some of our options:

One of our local Syracuse, NY Hotels
Barbagallo’s with their hotel.

One day event at Dwyer Hall at Immaculate Conception Church in Fayetteville – with a catered meal
Christ the King Retreat House –for the entire weekend. \$109.00 per person per night including meals

The NSEA Building in North Syracuse for a one-day event – limited space and seating capacity

The Craftsman Inn in Fayetteville

Other local church halls may be available for one day events as well

Here are some questions that we need to answer if we are having an in person or hybrid Fall Assembly:

- 1) How many people do we expect to attend the Fall Assembly in person?
- 2) How many registrations do we need to collect in order to pay the hotel bill?
- 3) How many people will be staying at the hotel?
- 4) How many rooms or room nights do we need to book with the hotel?
- 5) What is the minimum number of banquet meals that we have to reserve?
- 6) Does the hotel require a deposit? If so, how much? (We have \$1,000.00 in seed monies)
- 7) Are the meeting rooms/banquet hall able to be divided as well as be completely open?
- 8) Will there be space for hospitality, registration, literature and raffles?
- 9) Do they have AV services available? ie. digital projector, screen, microphones and stands, and cameras for Zoom.

With the COVID 19 pandemic still raging on in New York State as well as the rest of the country, I believe that we have three options to consider on how we can proceed with the 2021 Fall Assembly.

- 1) If conditions allow us, we can hold the event as scheduled at a local hotel, as we normally do, with workshops and business meetings.
- 2) We also have the option to hold the event as scheduled at a local hotel, as we normally do, with workshops and business meetings in addition to holding a partly virtual Fall Assembly with meetings and panels over Zoom or conference call. This would be a HYBRID Fall Assembly and would benefit members still cautions to attend the Assembly in person.
- 3) Our third option would be to hold a completely virtual Fall Assembly which would include both workshops and business meetings virtually. This was the option taken in 2020 for NYNAC.

Our next scheduled committee meeting will be on Saturday March, 13, 2021 at 12:00 pm (noon) at **425-436-6323 | access code: 277011**. Please keep safe, one day at a time.

Respectfully submitted,
Jim M.,
2021 NYN Fall Assembly Chairperson
District 18 Representative