

**APA SOUTHEAST REGION CONFERENCE**  
**August 8-11 | Nashville, TN**  
**COMMITTEE MEETING AGENDA**  
**Thursday, March 5th, 2018**

**ATTENDEES:** Sandra Figueredo (Chair), Nancy Fine, Barbara Jo Hughes, Lisa Lovelady, Valerie Marlow, Barbie Prieto

**Excused:** Susan Carpenter and Carol Kosinsky

**OPENING PRAYER** by Lisa

**REVIEW FEB.26<sup>TH</sup> MINUTES:** Motion to approve minutes M/S/A

**CONFERENCE PARTICULARS**

- **TIMELINE (BIG PICTURE)**
  - MARCH: **Hotel/Catering Contract**
  - MARCH: Course Schedule/Conference Itinerary
  - APRIL: Heavy Promotional
  - MAY-JULY: Take Reservations
  
- **HOTEL / CATERING OPTIONS**
  - **Marriott: The Inn Gaylord** | [www.theinnatopryland.com](http://www.theinnatopryland.com) | <https://goo.gl/maps/rkN2HEnKNmw>
    - Negotiations:
      - **Date:** Arrival: 8/8/2018 - Departure: 8/11/2018
      - **Room Rate:** \$139 - Standard Guest Room; Honor room rate 3 days before and after.
      - **Room Block:** 22 Rooms - 90%Attrition/10% allowable slippage
      - **Hospitality Room:** With every 20 rooms booked - 1 free room for President to use as Hospitality Suite - Atrium View Extended King with sofa bed.
      - **Meeting Spaces:** 2 complimentary meeting spaces for classes (Wednesday - Saturday) and one boardroom (one night only Wednesday) with a minimum of \$3,000 in catered food and beverage revenue.
      - **Food:** 10% discount on Published Catering Menus (excluding alcohol)
      - **Breakfast:** Thursday - Saturday - Continental Breakfast for 25 - numbers will be finalized per contract schedule.
      - **Lunch:** Thursday - Executive Luncheon - for 25
      - Friday - Nashville Picnic Basket - for 25
      - Saturday - Citrus Chicken - for 25
      - **Breaks:** Afternoon Breaks Thursday and Friday
      - **Questions:**
        - Is there an area outside the meeting rooms to set up tables for a few vendors? **Yes**
        - On the Menu Guide, it states that there is an additional charge of \$100 for groups under 25 people per event. Does the per event mean "Per Meal Event" or Per Event aka Conference? Please clarify. **Conference**
        - Also, do you have a special menu for those with food allergies or special dietary needs? **Yes**
    - Catering: Based on 22 persons it will be \$1144 minus the 10% discount plus 34.25%(9.25% tax and \$25% service charge) for tax and service charge. **\$1,382.24**
    - Breaks:
      - Afternoons only: Thursday & Friday
      - AM Coffee and hot tea only being \$15 per person - from 7 am - 12noon (5 hours)

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- Snack break comes with coffee, hot tea soft drinks and bottled water is \$13 for 30 minutes.
    - We could order al a carte for in the morning.
    - Coffee \$49 per gallon / Assorted Hot Tea \$48 per gallon
  - **Motion to accept from Opryland Hotel the offer (outlined above) all-inclusive to David's email. M/S/A**
    - **Contract will be voted on after a full recap is presented to us by Valerie at our next meeting.**
    - **Excursion prices are optional and over & above the contract.**
- **EXCURSION:**
  - **Motion following discussion to advertise The Grand Ole Opry option below. M/S/A**
    - The General Jackson Cruise, Dinner and Show is \$99 per person with a fixed meal - not a buffet.  
Cruise and Show only is \$60 balcony seating only - boarding starts at 6:15 pm - Departs at 7:00 pm
    - The **Grand Ole Opry** has tickets in the \$45 - \$55 range. Group of 20 or more gets a 10% discount. The show starts at 7 pm. Dinner on your own. I think the hotel has a shuttle to this location.
    - We can also explore the Gaylord Opryland - they have fountain shows - like in Vegas, a riverboat \$10.50, shops, gardens, and restaurants.
- **Vendor discussion: Sandra will head the Vendor task force in conjunction with being on the course Task Force.**
  - **Motion made that Sandra is in charge of the vendor task force. M/S/A**
- **COURSE SELECTION**
  - Task Force Meeting: Wednesday, 3/14, 2:00 pm EST
    - Dial: 719-394-0117 | Pin: 87985
    - Discussion on teaching contacts that Lisa has made so far:
      - Core class: Need to offer Polity – 2<sup>nd</sup> level would be good
      - Hymnology would be redundant
      - Core class: Church History is needed - before the reunion parts A & B
- **ITINERARY – next meeting**
- **MARKETING – next meeting**
- **ADMIN / FINANCE – next meeting**

**CLOSING PRAYER:** by Sandra

<p><b>NEXT MEETING</b> Monday March 19, 2018 @ 3:30 pm (Same ZOOM Instructions)</p>
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