



Zonta International District 4 Conference

September 25 - 27, 2015

Report from the Conference Chair

In the October of 2012 the Holiday Inn, Kitchener and the Waterloo Inn Conference Hotel were ask to give a proposal for the conference venue. The Waterloo Inn was chosen and a contract was signed January 2013. Two deposits of 1,000CDN\$ were paid, Feb 3/14 and Oct 17/14. Over the next two years our committee met 12 times including a tour of the venue and a wrap up meeting.

The conference budget was presented for discussion at the Oct 22/14 meeting.

Registration of the 120 attendees was done on-line for the most part. A few members had some difficulties registering and were helped by the conference treasurer and/or registration chair.

As with all large events there were a few hiccups here and there from having several changes to the contacts with the Waterloo Inn to a committee member resigning 3 months prior to the conference.

Overall the venue, meals, entertainment and memorial service were all well received by conference attendees. The evaluation forms (70) support this for the most part. Many email as well as verbal compliments were received by committee members throughout the conference as well as post conference.

There was a profit of \$1,658.18 CDN The seed money of \$2,280 plus the profit was given to the District 4 Treasurer October 6, 2015. A copy of the final statement is attached.

Thanks to a great committee: Nancy Croth, Jan Lehman, Jan Meier, Cathy Wordley, Muriel Omand Naylor, Donna Ketchem-Colletta, Sarah Loat-website

Respectfully submitted

Cathie Wheeler

Conference Committee Chair

2015 Zonta International District 4 Conference Budget

| Revenue | Actual | 125 | 135 | 140 |
|----------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Registration | \$ 30,322.63 | \$ 31,250.00 | \$ 33,750.00 | \$ 35,000.00 |
| Store | 240.00 | | | |
| Reception | 450.00 | | | |
| Zumba | 490.00 | | | |
| JS House | 475.00 | | | |
| Z Club members - #s | 3 | 4 | 4 | 4 |
| Z Club members - \$ | 525.00 | 700.00 | 700.00 | 700.00 |
| Total Revenue | <u>32,502.63</u> | <u>31,950.00</u> | <u>34,450.00</u> | <u>35,700.00</u> |

| Expenses | | | | |
|---|-------------------------|-------------------------|-------------------------|-------------------------|
| Food & Beverage (includes 15% service fee and 13% HST on food & service fee) | | | | |
| Thursday (ZI director reception) | 1,052.59 | 500.00 | 500.00 | 500.00 |
| Friday Dinner | 5,346.14 | 5,699.22 | 6,141.02 | 6,361.92 |
| cost of cash bar | 248.60 | | | |
| Saturday | | | | |
| Breakfast | 1,623.73 | 1,843.41 | 1,986.31 | 2,057.76 |
| Morning Coffee Service | 311.88 | 670.80 | 722.80 | 748.80 |
| Lunch | 4,210.38 | 4,694.31 | 5,058.21 | 5,240.16 |
| Afternoon coffee service | 359.63 | 670.80 | 722.80 | 748.80 |
| Dinner | 5,941.31 | 6,286.17 | 6,773.47 | 7,017.12 |
| Sunday | | | | |
| Breakfast | 2,830.31 | 3,017.31 | 3,251.21 | 3,368.16 |
| Total Food & Beverage Cost | <u>21,924.57</u> | <u>23,382.02</u> | <u>25,155.82</u> | <u>26,042.72</u> |

Cathie:
not including Todd his is below

Cathie:
includes AE fellow to be paid by district

| Other Costs | | | | |
|---|------------------------|------------------------|------------------------|------------------------|
| Audio/Visual | | | | |
| 3rd mike for conference floor | - | 20.00 | 20.00 | 20.00 |
| break out rooms - flip charts(3) | - | 60.00 | 60.00 | 60.00 |
| 2 projectors for the weekend | 169.50 | | | |
| Entertainment & decorations - Friday | 1,448.43 | 5,000.00 | 5,000.00 | 5,000.00 |
| Friday Decorations | 447.48 | | | |
| Sat Entertainment | 1,469.00 | | | |
| Keg for tapping | 324.88 | | | |
| memorial service | 92.93 | | | |
| Luncheon Keynote \$750 to White Ribbon \$50 for mileage | 800.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| Sat lunch | 35.09 | | | |
| Supplies - Speaker gifts | 181.93 | 200.00 | 200.00 | 200.00 |
| Paypal Processing Fees ~ 3.1%(based on 2013 ZNAID fee) | 821.49 | 990.45 | 1,067.95 | 1,106.70 |
| Registration gift - Name Badges holder, bags , pens & clip boards | 2,002.93 | 1,290.00 | 1,390.00 | 1,440.00 |
| Printing - Registration Packets, memorial | 584.78 | 645.00 | 695.00 | 720.00 |
| Other: promo-maple sugar handouts | 100.00 | | | |
| place cards for food sensitivities | 11.45 | | | |
| Web page WIX update fee | 25.20 | | | |
| Zumba | 490.00 | | | |
| JS House | 307.15 | | | |
| Items to be paid by district: ZI rep registration | (250.00) | | | |
| Sunday breakfast for AE fellow | (23.39) | | | |
| 112 pens sold to District | (118.97) | | | |
| | - | - | - | - |
| Total Other Costs | <u>8,919.88</u> | <u>9,205.45</u> | <u>9,432.95</u> | <u>9,546.70</u> |

Cathie:
this is total for 150 and 250 pens

| | | | | |
|-------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Total Expenses | <u>30,844.45</u> | <u>32,587.47</u> | <u>34,588.77</u> | <u>35,589.42</u> |
| Net Profit (Loss) | 1,658.18 | (637.47) | (138.77) | 110.58 |
| From District 4 seed money | 2,280.00 | 2,280.00 | 2,280.00 | 2,280.00 |
| Total with seed money | 3,938.18 | 1,642.53 | 2,141.23 | 2,390.58 |
| Deduct owing from district | 392.36 | - | - | - |
| Returned to District 4 | <u>\$ 3,545.82</u> | <u>\$ 1,642.53</u> | <u>\$ 2,141.23</u> | <u>\$ 2,390.58</u> |

Cathie:
\$2000 Waterloo Inn
\$280 Fri Band deposit

D4 Board meeting lunch Sunday 1,068.84

Cheque to district **\$ 2,476.98**

US\$ 1,869.84 deposited 10/17/15