

SDASCOE
2021 Far West Rally Proposal
& misc SDASCOE business
November 12, 2020

Mary Jane West, SDASCOE President sent an email out to the officers and directors: Joel Foster, Desiree Pewe, Karen LaFurge, Kristen Miles, Janelle Adrian, Traci Frank, April Templin, and Jim Anderson on November 12, 2020 in reference to the 2021 Far West Rally Proposal and miscellaneous SDASCOE business. Joel Foster set up the Teams Meeting conference call for SDASCOE. Traci Frank and Kristen were not present on the Teams Meeting call.

Joel Foster visited with the group about the 2021 combined State Convention-Far West Rally in Deadwood. As you are all well aware, we had to cancel our combined State Convention – Far West Rally last year. We are taking another run at the rally with the hope that COVID will be done and we will be able to host the State Convention-Far West Rally for 2021. Joel emailed the officers and directors some documents including a map and the proposed contract as Joel needs board approval to precede.

Joel was not able to coordinate a weekend with the Lodge of Deadwood so we have been negotiating Cadillac Jacks Gaming Resort. Lodging for Cadillac Jacks consists of three motels:

- Spring Hill Suites by Marriot
- Double Tree by Hilton
- Tru by Hilton

SDASCOE and the Far West Rally will be May 12-May 15th 2021.

There are some very specific cancellation requirements. This is different than we are used to in SD, but they are typical of the industry. It is probably going to be normal going forward after the pandemic. The following are questions that were asked of Hannah with Cadillac Jacks: **(with her responses in red)**

- In regard to the attrition, the way Joel understood it, there are two levels of attrition
Rooms – The attrition percentage is based off the room nights and does not include meeting room rental costs. In addition, we will agree on the final room block number by Monday, February 15 as it could be much less in February considering the pandemic situation. Basically once we finalize the room block on February 15 we are on the hook unless for 75% as that is 86 days from the date of the convention unless the cancellation is due to Force Majeure. Is this correct?
Meals – The attrition is based off the guaranteed numbers we provide 3 business days prior to the event. After that we are obligated to 85% of the meal cost based off the numbers we provide 3 days prior to the event. Is this correct?

You are correct about the attrition. In February, we will revisit the block and you can adjust it penalty free. Once it has been adjusted (or not) that is when the 80% attrition kicks in. You must fill 80% of the rooms blocked. You are also correct about the cancellation and will not be charged if the cancellation is covered by the force majeure clause.

The F&B attrition is correct, we will need a final guarantee 3 days prior and you will be charged based on that number.

- Cancellation – In reading this agreement, it basically appears that once the contract is signed we are on the hook for at least 50% of anticipated revenue (which is based off the room block) unless the cancellation is due to Force Majeure. The percentage increases to 75% 30 to 89 days out and 100% 29 days or less of the event. Of course the anticipated revenue will change on Monday, February 15 due to adjustments to the final room block so like I said earlier in the email that is within 90 days of the event. Is this correct?

Yes that is correct. The total anticipated revenue will change and will be adjusted in February. If the cancellation is protected under the force majeure (COVID 19) is protected, you can cancel penalty free.

- Force Majeure – There will be no attrition rates applicable to a force majeure due to various events listed including COVID-19 or any other pandemic. There is not a timeline for the force majeure to be implemented without any fees being owed. Is this correct?

Correct, there is no timeline but we ask that if you need to cancel, you do so as soon as possible for resell.

- In regards to the parking fee, is this a customary fee for anyone that is staying at the resort? We would like clarification the parking fee.

There is a \$14.95 parking fee to all guests' at all three properties at Cadillac Jacks. Each guests also received a "rewards card" at check in to offset the cost.

- We do have one more question in regards to the deposit as indicated in the agreement below All deposits are non-refundable and are required in accordance with the following schedule and will be applied to Group Master Account. If deposit is not received as scheduled, this Agreement will be considered null and void at the sole discretion of the Hotel, upon five (5) business days' notice to Group. Date Due of 5/5/21 based off estimated charges. What is the estimate of charges based off? It states the deposit is nonrefundable. The attendees will be paying for their own motel rooms so that will be a consideration in the estimate of charges. The agreement is vague in regard to amount of the deposit?

Since individuals will be paying for their own rooms, the deposit amount will be for room rental, AV, Food and Beverage, and anything else the conference is paying for. Once the contract is signed, I will introduce you to the property contact. They will help coordinate all the logistics for you and provide you with a tentative invoice so that you know what the final payment will be. From there, if you need to tweak anything before the conference, you can go ahead and do that with the sales managers.

JOEL – SUMMARY

Although this a NASCOE function with the Far West Rally. SDASCOE is the host and is on the hook for the contract. The NASCOE Convention is different.

SDASCOE is basically on the hook for 75% of anticipated revenue should the event be cancelled unless it is a Force Majeur. However; that attrition is mostly related to lodging as we basically have 3 business days prior to the event for the food and beverage. Since we can adjust the room numbers up until February 15, that should help minimize the potential liability.

As of right now, the biggest concern is cancellation due to the pandemic. There would not be cancellation fees associated with a pandemic related cancellation. But, there are some concerns who determines a “cancellation due to pandemic”. As we all are fully aware, we are in a state that has not imposed restrictions. If Deadwood or SD do not impose restrictions, is there cause for cancellation due to the pandemic? Does the fact that we have out of state guests not attending due to the pandemic, reason for cancellation? If USDA comes right out and says “employee associations” cannot hold conventions due to pandemic, is that considered a pandemic cancellation? Can we buy insurance for the event to protect against potential losses?

Yes, there are concerns related to planning to host an event such as this in a pandemic environment. If we are very concerned come February 15, we can drastically limit the block and basically tell everyone they are subject to the regular room rates and availability. However; there is still a risk in that situation as just because they have a room reserved does not equate to them attending.

The board discussed the information that Joel provided and felt that we need to move forward with the planning of the convention and rally in May. Jim Anderson made the motion to sign the contract with Cadillac Jacks for the 2021 Far West Rally. Joel seconded the motion. All voted Aye. Motion carried.

SDASCOE Business

1. Director Elections and potential chairperson appointments:

- Mary Jane visited about the director elections. Janelle Adrian was stepping down from director and at this time no one has stepped up for District 6. Joel is stepping down and we had two people, Courtney Hansen and April Templin were interested in District 2. Jim is stepping down as director and Kathy Torres was running for District 4. Mary Jane was going to work at getting the ballots off to the counties in the even districts.

2. Officer elections with no annual meeting:

- Mary Jane was wondering about how to handle the 2020-21 election of officers since we didn't have a 2020 SDASCOE convention due to the pandemic. The SDASCOE officers have agreed to stay on at their original positions. Joel made a motion to continue as of July 1st the same SDASCOE officers for the 2020-2021 year. This would include President: Mary Jane West, Vice President: Diane Beidler, Secretary: Karen LaFurge, Treasurer: Desiree Pewe. Jim seconded the motion. All voted Aye. Motion carried.

3. Resignation VP/membership issue:

- Diane Beidler has stepped down from Vice President. At this time, the board has agreed not to replace the Vice President. Megan Stevens is part of the NASCOE membership Task Force and has been busy with this project. SDASCOE is down on membership. We have gone from 95% to 82% for membership. Joel is going to reach out to the new members through email again and see if we can get our numbers up. The board discussed that CED's are not talking to the new employees about the importance of SDASCOE and our benefits. Our benefits are not a given with our job. NASCOE works hard to provide us with the benefits we have and that we should have like all federal employees.

4. Need to order hard drive for Treasurer record transfer

- Mary Jane has been trying to locate the hard drive that SDASCOE purchased years back. After some research, she has not come up with the hard drive. Mary Jane wonders if it may be at Mary Johnson's house. Mary passed away this past fall. Mary Jane asked if she could purchase a new hard drive for the Treasurer. Jim made the motion for Mary Jane to purchase the new hard drive and Desiree seconded the motion. All voted Aye. Motion carried.

5. Banking update

- Desiree has found a bank to work with for our SDASCOE account. We will be working with Dakota Bank in Brookings. At this time she had \$679.00 in the account and \$45.00 in memorial

money for Mary Johnson. Jennifer has been working with Desiree to get the money transferred from the Highmore bank. There are a few checks that have not cleared the Highmore bank account. The board moved to keep \$1,000 in the account and to move the rest to the Dakota Bank. After that, Desiree will work to get the \$10,000 that we used for the National Convention back into a CD. Desiree will shop around for the best interest rate.

- Desiree asked to purchase a briefcase on wheels. We have already approved this request on March 10, 2020. Desiree will use the debit card to purchase the briefcase. She is to send the form to Mary Jane for approval of the purchase.

6. Membership mask appreciation progress

- Mary Jane reminded everyone to get your membership mask form to Megan soon. Megan will compile the order and get it off to Indiana. She will need to work with Desiree on a check for the order.

7. Nascoe flyer for recruitment

- Mary Jane had received an email from NASCOE that did a good job of outlining the importance of membership to NASCOE. The board asked if she would send the email to the board members. We need to work to keep our membership up. New hires do not understand the importance of NASCOE and the benefits we are given by the hard work done. They believe that it is just a given.

8. What to do if supplies are needed-I've had some questions

- It was discussed that Megan has been purchasing Stamps and envelopes for SDASCOE through her personal money. Mary Jane indicated to the group that anything we are purchasing for SDASCOE business needs to be paid by SDASCOE. We would need to keep our receipts and turn in a reimbursement form to Desiree for reimbursement of the purchase. Mary Jane will reach out to Megan so SDASCOE can repay her for the stamps/envelopes she has purchased in the past and remind her about getting the reimbursement form to Desiree for future expenses.

9. GACOE check

- The check wrote to GACOE has not come through the bank account yet. It was stated that we received the refund of \$500.00 for the tickets. Joel will check to see where our check is and ask that GACOE cashed it. We would like to close the Highmore bank account as soon as possible.

Respectfully submitted by:

Karen LaFurge, Secretary