



Salmon Arm, British Columbia  
June 15<sup>th</sup> – 19<sup>th</sup>, 2016

## Selkirk Express 2016

# Final Report

PNR Annual Regional Convention

Salmon Arm, British Columbia

Hosted by the ShuReVer Model Railroad Group

Prepared for the PNR Board and 7<sup>th</sup> Division Board

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## **Executive Summary & Overview**

The event was designated as the annual regional conference, coordinated by the 7<sup>th</sup> Division, for the Pacific Northwest Region of the National Model Railroad Association. An umbrella group was organized to take on the running of the event. The group is made up of members from the Salmon Arm Model Railroad Association, the North Okanagan Model Railroad Group, the Revelstoke Model Railway Club and the Sorrento Model Railroad Club. It is operating under the name as the ShuReVer Model Railroad Group with its own constitution and bylaws.

The Selkirk Express 2016 was held on June 15<sup>th</sup> to June 19<sup>th</sup> in Salmon Arm BC. The PNR Board meeting was held on June 15<sup>th</sup> at the Prestige Harbourfront Resort and Convention Centre which was the host hotel. Registration pick up began the Wednesday. Tours were scheduled for June 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> with clinics being held on the 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup>. A public train show was held in the Shaw Center arena complex on June 18<sup>th</sup> and 19<sup>th</sup>. The event banquet was held at the Prestige Resort on Saturday June 18<sup>th</sup>.

## **Convention Bid Information**

Gary Hazell and Doug Mayer represented the group and made a successful bid for the convention in June 2014 while attending the Tacoma Rails PNR regional convention. No regional convention was held in 2015 as the National NMRA Convention took place in Portland Oregon in August 2015.

Quotes were presented for costs at the Prestige Harbourfront Resort and Convention Centre the location for the majority of the convention events were to be held. The group also included a quote for the Shaw Centre that would be the site of the Public model train Show on the weekend of the convention. Although the public train show is not required as part of the convention the organizers felt this event would assist in promoting the model railroad hobby and the NMRA to the general public and hopefully generate increased participation in the hobby.

Three tours were proposed as part of the event. A tour to the Kettle Valley Steam Railroad and the Revelstoke Railway Museum were presented as railfan prototype tours. A separate tour called “No Tracks No Trains” would be held for the ladies attending.

The attendance for the convention was to be based on 125 attendees which was recommended from a number of sources as the approximate average that attended the previous events. Registration and tour fees were not presented at the bid event as it was felt that the numbers would not be able to be fixed until a year before the event

## **Committee Members and Roles**

The initial committee was struck in September 2014. Due to work and family commitments the original chair Ed Parsons had to step away in January 2015 and David Walker volunteered to chair the committee. The committee is listed below.

### Selkirk Express 2016 Committees

Chairman, Facilities & Show Vendors	- David Walker
Treasurer	- Doug Mayer
Registrar & Show Layouts	- Lori Sebelley
Public Show Facility	- Stu Solbakken & Ed Parsons
Clinics	- Mike Barone
Show Vendors & Door Prizes	- Brian Kelly

Contests	- Jim Little
Ladies Program	- Donna Hazell
Tours & Transportation & Layout Tours	- Jim Guillaume
Program & Advertising & Audio Visual	- Gary Hazell
Website	- Kari Wilkinson
Timetable & Budget Update	- David Walker
Communications	- Gary Hazell
Shuswap Tourism	- Robyn Cry

Due to the small pool of volunteers in the area it was necessary to double up on many duties identified especially since both a convention and public train show was held at the host site this year.

Monthly meetings were held with the group to address tasks accomplished, progress on tasks being worked on and what next is required to be addressed. A time line flow chart was developed to monitor the status of all tasks required to ensure all the requirements of the event were listed and addressed. A copy of this time line accompanies this report. The time line and task list was used to assist the committee to focus on tasks of the event and not become involved with tasks that were not on the critical path or could be addressed later on. Greater adherence to the time line may have reduced a number of small issues that appeared throughout the planning process.

## **Financial Planning and Budget**

The initial preliminary budget numbers presented with the bid in 2014 were used and an event budget was developed in April 2015. Quotes were obtained for the tour events, transportation, meals, train show facility, and convention venue. Items such as advertising, insurance, program printing and many more were obtained through discussions within the committee. The expertise present and past history with other events involving the committee members allowed estimates of various costs to be developed. An Excel workbook with forecasted revenues and expenditures was developed. The actual revenues and expenditures were recorded in the workbook budget summary for comparison to the forecasted amounts. The Excel workbook is included in this report. Not all costs and revenues were identified initially so adjustments were made as the planning was accomplished. The initial budget was calculated on revenue from 125 attendees and the forecasted expenses based on the proposed revenues.

## **Marketing, Sponsors and Website**

While developing the event timeline, the committee identified future model train events to attend to promote the regional convention. Much discussion took place on what events to attend and the value of a few of the train shows being held in the region.

Members of the committee attended the following events in 2015. SUPERTRAIN 2015 in Calgary (Apr. 2015), the Greater Edmonton Train Show (Sep 19-20), Chilliwack (Oct 17-18), and the Vancouver Train Expo (Nov 6-8). A booth was also manned at the NMRA National Convention in Portland Oregon in August 2015. The committee returned to Calgary in 2016 for SUPERTRAIN 2016 (Apr. 16-17, 2016). A number of smaller events and one day shows were passed on due to either the unavailability of a committee member to attend or distance to the event being excessive.

A program of advertisements throughout the region was put together to use the local radio stations, other electronic media for community announcements, print media locally and

nationally as well as the standard poster advertising. Much of this advertisement was focused on the timeframe that was closer to the actual convention and train show.

Coming event notifications were placed in Model Railroader, Railroad Model Craftsman, NMRA Magazine and the Canadian Railway Modeller magazines. Numerous articles and updates were provided to PNR NMRA publications that included the PNR Switchlist, the 7<sup>th</sup> Division bulletin Board and the 6<sup>th</sup> Division Highballer. Use was made of the unofficial PNR Train Orders written by Jack Hamilton and the Calgary Model Railroad Societies publication, The Orderboard, to promote the event. A huge thank you goes out to all the publications that assisted the Selkirk Express 2016 in promoting the event.

A number of businesses in the Salmon Arm region were approached to be sponsors for the event. Limited success was achieved as many did not see a benefit or a fit with their business to sponsoring a model train event. It is also possible that the initial sponsorship categories were too high in dollar value for the business to justify sponsoring the event. When considering approaching sponsors ensure there is a fit to the event with the business and to not ask for too high a donation as many of these businesses are approached daily by other organizations in the community to provide donations.

A website was developed and up and running by May 2015 ([www.SelkirkExpress2016.ca](http://www.SelkirkExpress2016.ca)). The initial information was placed on the site with drop down menus put in place. The online registration form became active during the NMRA Convention in Portland with PayPal being used as the avenue for payment. . Contacts were also listed on the site. Updates to the site were done as required. The website was managed by a professional webmaster located in Salmon Arm and costs for the set up and maintenance were monitored. The most expensive part of the website was the development of the online registration form and the linkage to PayPal. It is possible that an independent volunteer familiar with website development and maintenance could have reduced the costs. Due to issues with the committee make up and people leaving due to other commitments it was decided to remain with the business provider as it was felt that if the volunteer came under a need to step away the event may suffer if a replacement could not be found.

## **Registration**

The registration form was developed in April 2015 and a manual form was available for the committee visit to Supertrain 2015. Only the basic early registration was available at that time as finalized costing for the tours and banquet had not been completed. The final costs for the tours and the banquet were completed in July 2015. Attendance at the NMRA National Convention allowed the committee to roll out the final form in hard copy and present it on the website. Online registration was handled through PayPal that allowed payment by Visa and MasterCard. The early registration date was set to end on January 31, 2016. Registrations were handled relatively smoothly with only a few questions asked about how to add registration items later on after an attendee had done the initial registration. There were a few questions regarding technical issues which were successfully handled by the registrar.

Attendance for the convention truly exceeded our expectations with 164 full fare registrants and 71 companion/youth registrants for the convention. Our records show that just over one half of the full registrants and companions took advantage of the early registration option offered. The breakdown for the full fare registrants is as follows 108 Canadians (34 AB, 68 BC, 5 SK, 1 MB) and 55 from the United States (2 AZ, 3 CA, 6 ID, 1 MT, 14 OR, 29 WA). We also had one international attendee in Paul Hobbs from New Zealand. We truly were an international event.

A few areas that were not considered until later in the process were as follows. A cancellation policy should have been developed and posted as there were cancellations of events after attendees had picked up their packages. The early registration possibly ended one month too early.

## **Facilities and Host Hotel**

The Host hotel was the Prestige Harbourfront Resort in Salmon Arm, BC located at 251 Harbourfront Drive NE, Salmon Arm BC. Telephone number is 250-833-5800 and web site is [www.PrestigeHotels.ca](http://www.PrestigeHotels.ca). Twenty Rooms were blocked off starting Tuesday June 14 to accommodate the arrival of the board members and a further 40 rooms blocked starting June 15, 2016. Additionally, the hotel blocked 10 more rooms when a small tour group released rooms in April. All blocked off rooms were filled by mid-April 2016 Initially a 90 day time frame was in place before the rooms were released which was reduced to 60 days. Registration was easier when contacting the Prestige directly and mentioning one was with the Selkirk Express 2016 group. The promo code never did work on the hotel's web site.

Other accommodation was available at the Podollan Inn, Comfort Inn & Suites, Best Western Hotel, Travel Lodge, Super 8 Motel and for those attendees wishing to use recreation vehicles the Salmon Arm Camping Resort was provided as an option

## **Food and Banquet - Raffle**

The Burger and Beverage night was a sell out at 290 people and it was an excellent event allowing many people to network and just relax. The burger and Beverage event was included in the attendee's registration. The large turnout taxed the facility as it was also open to the vendors setting up for the public train show. On review of the event the Burger and Beverage night should have been an extra fare.

The Banquet was fully subscribed with 232 people attending. The large number of attendees put a squeeze on the timing of the event. Two serving stations would have alleviated the slowness of the dinner portion of the banquet event. Tom Price's talk on the Race for the Boundary focussed on the region around Grand Forks, Greenwood and Phoenix BC that was hotly contested by both the Great Northern and Canadian Pacific because of the large copper deposits. He described the classic Boom and Bust of the Mining industry just along the British Columbia/Washington State border.

As part of the banquet a raffle was held for items and pictures obtained relating to the railroad theme of the event. The items offered were obtained as donations and many were purchased. The raffle was a great success and proceeds obtained covered the cost of the items purchased and were used to cover some costs that were greater than forecasted on other portions of the convention.

## **Tours**

Three prototype tours were offered for Selkirk Express 2016 over the three-day period of June 16-18, 2016 from Salmon Arm and a Self-Guided Layout Tour was available on June 19, 2016.

### Tour #1:

Proceeded from Salmon Arm to Summerland B.C. to ride behind CPR Engine 3716 on the famed Kettle Valley Steam Railway. A light lunch was served at the station on the return of the steam train and then the three buses were dispatched at different times to proceed to the Central Okanagan Railway Company layout in Peachland. From there, conventioners journeyed to visit the North Okanagan Model Railway layout at historic O'Keefe Ranch in Vernon, B.C. The tour then returned to Salmon Arm. There were 105 guests registered for this event.

### Tour #2:

Proceeded east to the CPR railway town of Revelstoke where the Revelstoke Railway Museum entertained us with their fine displays, equipment and railroad simulator. Included in this visit was an onsite visit to the Revelstoke Model Railway Club layout. The conventioners then proceeded west to Three Valley Gap Heritage Ghost Town for a BBQ lunch and a tour of the roundhouse. A surprise stop that was included in the tour at the last minute was a visit to Sicamous' Dutchmen's Dairy Ice Cream parlour. The group then continued west to return to Salmon Arm. There were 71 guests that participated in this tour.

### Tour#3:

A Ladies only Tour entitled "**No Tracks No Trains**" was organized and hosted by Mrs. Donna Hazell. The tour left the Prestige Harbourfront Resort on Saturday June 18 to first travel by motor coach to a park on the North side of the Salmon Arm of the Shuswap Lake. A short walk took the attendees to Margaret Falls for a view of one of nature's wonders here in the Shuswap. The tour then proceeded to Sunnybrae Winery for wine tasting and a few light snacks. Next stop was the RJ Haney Heritage Park for lunch in Marjorie's Tea Room which was a High Tea. 34 guests took part in this tour.

Synopsis Overall, the tours were well received with the only notable exception being that the first tour was too long a day as it was a nearly 10 hour round trip from Salmon Arm's convention hotel. There was traffic congestion at the Vernon club layout too as two motor coaches arrived too close together time wise.

In speaking with guests from Seattle, Victoria, Vancouver and Calgary, I've been asked to pass on to the committee that all persons truly enjoyed the convention and what was offered and they have asked that the convention committee be commended for a job well done.

## **Self-Guided Layout Tours**

A total of 9 layouts were offered by local modellers for the enjoyment of the registrants extending over a wide area of the North Okanagan. Of note, MMR Bob Gardner had his layout on display for what may well have been a final showing and it was a favourite of conventioners. There was some difficulty in locating layouts as some errors arose in the addressing information that had been made available, however being the ever resourceful group that modellers are, the layouts were for the most part located correctly by the travellers. All hosts reported visitations of 2-10 people visiting their layouts and all were pleased with the kind comments they received on their layouts. Notes of thanks have been sent out to the hosts.

## **Operation Sessions**

The committee initially had planned on offering a few operating sessions to the convention attendees. Due to the limited number in the region and with most layout owners involved with volunteer work on the convention and train show, it was not possible.

## **Clinics**

Mike Barone put together an outstanding offering of clinics for the event. The clinic offerings expanded from just Thursday and Friday to include Saturday and Sunday morning and were extremely well attended. There were 23 clinics spread over the 4 days with a slide show on Wednesday night for those attending to show off their railfanning photography. Jim Guillaume gave a brief overview on the Kettle Valley trip on Wednesday night and Doug Mayer provided background on Thursday evening about what to see and historic sights on the Revelstoke trip

A copy of the program for the Selkirk Express 2016 accompanies this report with a list of the clinicians and descriptions of the clinics offered.

## **Contest, Achievement Program Judging and Awards**

The contest and display room was packed with all forms of structures, rolling stock, engines and pictures. The response shows there is still a great amount of modelling being done in our region. Overall there were 77 entries combined for contests (model and photo), Achievement Program, and display. Achievement Program evaluating took place on Friday afternoon, and Contest judging was carried out Saturday morning. A total of 12 people participated in the judging. A similar number assisted Jack Hamilton to evaluate models for the Achievement Program. As a result of the high quality of models displayed, a total of 11 Merit Awards were given out in the Contest Room.

The Train Show also produced some excellent modelling, which in turn generated additional AP awards. These awards and certificates were as follows - 19 Structure Merit Awards along with 5 Golden Spikes. In addition, the following AP Certificates were awarded – 4 Scenery AP Certificates, 3 Electrical AP Certificates, and 3 Structure AP Certificates.

Everyone enjoyed themselves and the viewing of all entries was well attended all days, lasting well into the evening hours.

Following is a list of the contest winners and those attendees that received Merit awards at the show.

### **CONTEST RESULT SUMMARY**

#### **DIESEL & OTHER**

1ST SANDY WEBSTER SOUTHERN PACIFIC GP40X

#### **PASSENGER CAR**

1ST BRENT CICCONE KVR 1ST CLASS PASSENGER CAR

#### **FREIGHT CAR**

1ST RENE GOURLEY VERMONT & PROVINCE LINE BOXCAR

2ND JACK TINGSTAD CC&W FLATCAR #12

3RD RENE GOURLEY GN GONDOLA

#### **CABOOSE**

1ST ED SCHAEZNER LOGGING CABOOSE

## STRUCTURE

1ST	ED SCHAENZER	OIL DERRICK
2ND	GREG KUJAWA	TEXACO GAS STATION
3RD	BOB PARRISH	INTERURBAN PLATFORM

## DISPLAY

1ST	MORT SPELMAN	HOT ROD SHOP
2ND	MORT SPELMAN	MACHINE SHOP
3RD	DALE SPROULE	ROSEBERRY BARGE SLIP

## SPECIAL CONTEST

1ST	BOB JEKEL	TRAFFIC CONTROL CENTRE
2ND	JACK HAMILTON	CROSSING SHANTY
3RD	JACK HAMILTON	SALMON LIPS TRAFFIC CONTROL CENTRE

## PROTOTYPE B&W

1ST	ALEX BIRKOFF	ATSF811 DRIVER
2ND	ALEX BIRKOFF	OVERHAULING SP4449
3RD	RICH THOM	OJ CLASS 2-10-2 CHINA

## PROTOTYPE COLOUR

1ST	RICH THOM	LAST PLOW RUN OVER CUMBRES
2ND	ROB BADMINGTON	NORTH THOMSON RIVER CROSSING
3RD	ROB BADMINGTON	CP8531 WEST OF CAMBIE

## Model B&W

1ST	ED SCHAENZER	BLOW THE WHISTLE
2ND	ED SCHAENZER	NEW DECKING
3RD	ED SCHAENZER	ANOTHER LOAD OF "PICKLES"

## MODEL COLOUR

1ST	ED SCHAENZER	LOCO WITH GYPSY WINCH
2ND	ED SCHAENZER	LOCAL DELIVERY
3RD	DALE SPROULE	ROSEBERRY NIGHT RUN

## NEEDLEWORK

1ST	MARGOT CALVERT	CROSSTICH STORAGE BOX
2ND	HARRIET SPARROWS	SMILING CAT

## RAILROADIANA

1ST	KRISTY WEBSTER	CHATTERBOX WITH PATCHES
2ND	MARGOT CALVERT	LOCOMOTION QUILT

## Achievement Program Kudos

The following members have been recognized for their superior skill and craftsmanship in modeling through the NMRA Achievement Program.

**Bob Flegel**, Rossland ,BC, (7) - Structures, Scenery, Electrical

**Don Young**, Trail, BC (7) - Structures, Scenery, Electrical

**Dick Hawkshaw**, Chilliwack, BC (7) - Scenery

**Larry Sebelley**, Chilliwack, BC (7) - Scenery

**Harry Southern**, Chemainus, BC (7) - Scenery

**Dale Sproule**, Calgary, AB (6) - Prototype

**Charlie Comstock**, Hillsboro, OR (2) - Official, Volunteer

**Russ Watson**, Quesnel, BC (7) - Official  
**Dirk Kruysman**, Roseburg, OR (1) - Volunteer  
**Suzy Madsen**, Anmore, BC (7) - Volunteer  
**Gary Thurow**, Cheney, WA (5) - Volunteer

## **Public Train Show**

The Public Train Show, held on June 18<sup>th</sup> and 19<sup>th</sup> at the Shaw Centre was successful in attracting people from Kelowna, Kamloops, and our surrounding area that includes Revelstoke, Vernon, Salmon Arm and other communities. Rough estimate on the number of attendees to the show is about 2300 people. Saturday had a very good turnout to the show while Sunday was not as good as expected due to competing events that day and the day being Father's Day.

Layouts and Vendors in British Columbia, Alberta and Washington State were contacted starting in October 2015 with confirmations from the layouts and vendors completed in April 2016. A total of 9 layouts, 25 commercial vendors and 8 private vendors attended the show. Both areas at the centre were used although with 3 cancellations days before the event there was additional space open that was not used. The cancellations came after the 30 day window that would have allowed the committee to rearrange the building utilization that would have reduced that venues cost. A full listing of the layouts that attended and the commercial vendors is available in the accompanying program.

As part of the marketing of the Public Train Show, the committee distribute approximately 3500 free passes to the elementary schools in the region. A record of passes redeemed was kept with less than 100 being used. The intent was to attract children and family's to the show to show what can be done in the model railroading hobby. Indirectly we hoped to trigger the interest of adults and children in the hobby. On investigation of the low redemption rate, we found that many schools failed to distribute the passes to the students. The idea of the distribution of tickets still has merit but a different delivery system would be required.

To assist with the ticket sales at the doors for the train show, Point of Sale Terminals were rented. The units were also used for late registration and tour purchases at the convention as well. The units made attendance much easier for the convention attendees and the public attending the show. The costs involved in renting the units and the charges per transaction were greater than expected which reduced the revenue received from the train show. Revenues from the show covered all the costs incurred for the train show.

## **Financial Results**

A final budget summary accompanies this report. The event covered all costs incurred and returned the seed grants to the PNR and the SIMRA group. The electronic version of the budget that is provided on a memory drive provides all the back up for the expenditures and revenues for the event. Enough money was obtained to provide funds to the various layouts that travelled to the public train show to assist with a few of the costs they incurred on their travels. The intent to ensure the revenues did not exceed the expenditures was successfully accomplished.

## **Final Comments and Recommendations**

Throughout the report a number learnings and issues were mentioned that provided a few challenges to the committee. Following is a summary of those learnings and issues.

There should be a definite group that is able to take on the event and not just a few people who believe they have the ability to hold the event. The commitment of the club community was not strong in the region as a result a committee was assembled from various communities in central British Columbia and the lower mainland. The diverse nature and experience of the group assisted in pulling the event together and made it a success. The issue was there were not many on the committee resident in the host community. Contacting venues and hotels as well as confirming tour requirements was left up to a small group as the resident club had no confidence in the viability and success of the event. In the bid presentation there should be a confirmed committee that draws the majority of its members from the hosting community. Use of the convention guide/manual was minimal by the committee and was thought to be too excessive and bureaucratic by a few committee members

During the bid process a more detailed budget should be required stating expected revenues and expenditures for the event. This requirement will ensure that the bidder is aware of the major requirements of hosting a convention. The quotes provided at the bid process were very close to what the actual costs were but many line items including proposed revenues were not provided.

A professional web site was good for our image but it did add to the expenses of the convention. A local or reasonably close web master that is a member of the division and organization may have reduced the costs associated with the building and maintenance of the web site. The online registration form was useful and the use of PayPal for payment assisted the committee with obtaining funds from registrants. PayPal does take a service charge on each transaction which was monitored and included in charges on the expenditures portion of the budget.

Having a better initial budget regarding banquets and tours would allow for an early registration form that would have had all the prices in the form. The first edition of the form did not have any of the tour prices so registrants had to visit the form twice. It was possible that the early registration deadline was too early and should have been placed at least a month later.

On the marketing of the event there were the usual discussions about target audiences and focusing on the serious modellers. To ensure the success of any event and promote the growth of the hobby, limiting the marketing to targets and core groups may be an incorrect approach. To grow the hobby and promote membership in the NMRA it is necessary to present your event in every way possible through trade shows, hobby shows, print media and electronic media. The person attending any of these events or being exposed to the advertising may not be a model railroader yet but it may encourage him to attend an event and possibly join a local club and the NMRA.

Our host hotel and the other hotels and campgrounds in the region stepped forward and provided our convention a great view of the hospitality of the region. The lack of a larger group of local volunteers did not allow the committee to assign a dedicated contact for this liaison to the local hotels to assist them with their questions regarding the event. The size of Salmon Arm limited the number of hotels that could handle the convention side of the event to less than three. The host hotel had the largest facilities and they were maxed out on many of the sessions.

All banquets and meal events should be listed on the registration form as extra fare items that will allow for better tracking of the actual costs. The large attendance at both meal events taxed both facilities and the time frame allowed should have been expanded. As mentioned a second complete serving station would have reduced the banquet timeframe.

Holding the public train show strained the volunteer base located in the region. Many layout owners were either volunteering at the convention and show sights so their availability for

operating sessions or layout tours was limited. As a result no operating sessions happened at the event and the layout tours took place on the Sunday and Monday following the convention. Attendance at the layouts was good but may have been better if the tours were scheduled when most of the convention attendees were present as a number left for home on the Saturday and Sunday.

Holding a public train show is a great way to promote the hobby and inform the general public about the hobby, the clubs and organizations that are involved in model railroading. The layouts and vendors did a great job in assisting the organizers in ensuring the show was a success. Again the lack of local volunteers resulted in some minor issues during the show. Many of the volunteers did double and triple duties at the show and we appreciated their stellar efforts. In future a group wishing to hold both the convention and a public train show should have two separate committees to accomplish the tasks. The intent is to prevent volunteer burnout and dissatisfaction with working on an event

With respect to the financial aspect of the event, the use of PayPal for registrations is a good method despite the service charges. The use of Point of Sale terminals was thought to be a good fit for the actual running days of the events but the rental and service charges associated with this payment method were large and the actual revenue obtained was not as great as was expected. We would not recommend the use of POS units again for an event here in Salmon Arm.

We thank the PNR for the opportunity to present the 2016 convention, and trust that all conventioners felt they received good value for their investment. We wish great success to all convention committees who follow. If our Committee can provide any guidance to those who follow, please feel free to contact us.

# Excel Workbook Budget

## **Event Timeline**