

**CBE**

**January 26, 2017**

**Meeting start 7:02**

**In Attendance:** (your name, your CBE role, your sign)

Craig – budget lead – libra

Jeremy – setup/tear down lead – Virgo

Tara – safety 3<sup>rd</sup> – Gemini

Evan – gate lead – Leo

Gretchen – Dong Gong Show – Gemini

Bob – Bookkeeping – pisces

Jen – operations/permits – libra

Grant – entertainment, DJs, Sound – sagitarius

Marcus – volunteer lead – libra

Matt – photography lead – Gemini

Steve – event lead – sagitarius

Casey - gemini

**Venue**

Contract is signed

We do not have our copy with their signature yet

Bob will finalize event insurance as soon as we have our copy of the contract

Exdo will have power for their outside bar

\*\*We will not have amplified sound outside

**Operations/permits**

Insurance has been applied for

Jen has talked to fire department about timing for permits, has gotten OK to turn in permit application without 2 month lead time

Steve and Lea will contact fire department to make sure all is good

Porta potties are reserved (three)

Bob will bring lights and power source

Jen would like contact info for all leads, along with their role

Needs to get access from web team

Jen is putting together a vendor list for rentals, solicitations for medical supplies, radios

Med facilities can write off any donations, as we are 501c3

We can receive items, but not money

Steve asks for a tax-exempt form, Jen is working on it

We do not need a sound permit because we will not have amplified sound outside

**Art submissions**

**Should we allow the submission that came in at 6:30 (after deadline of 6:00)?**

9 in favor of accepting

2 against  
Six designs total

First vote (people may vote for as many designs as they like):

Design 1 – 8 votes  
Design 2 – 3  
Design 3 – 3  
Design 4 – 0  
Design 5 – 2  
Design 6 – 5

Second vote (top two designs; people may only vote once):

Design 1 – 6 votes  
Design 6 – 4  
2 abstain

\*alterations can be made to design if needed

### **Tickets**

239 tickets sold so far

Code to purchase lead tickets (once you are signed up) is your email address

Steve and Lea spoke about extending tier two tickets by one more week (tier two would end at midnight on Saturday)

Lea is concerned we may not make budget if ticket prices do not go up

We will table the idea to wait for Lea's final decision at the meeting on Sunday; the steering committee will support her either way

### **Artist/Project Development and Support**

We will be using Exdo's decorations

We do not have an art grant lead, so Meg and Nick could take on the role

\*\*\*Everyone needs to reach out to people who have fire art\*\*\*

Deadline to apply/volunteer is tentatively February 16

People will then have seven days to purchase their discounted ticket

DJ selections will be on February 16

They will have two weeks to prepare, promote, etc.

### **Talent Show**

Brandie will manage the show, four people have volunteered to MC the talent show

Gretchen has submitted to present the Dong Gong Show

Would like one hour, with 15 minutes to set up/tear down

Will have 3-5 singers, 3 judges

Talent show will take place from 7-9, tentatively

Steve will let Brandie know to ask applicants if they would like to apply for a grant

### **Open Discussion**

Who needs radios?

Med needs 4  
Marcus needs 1  
Door needs 2  
Queen Bee needs 1

Keli will send email to Lea with all info to send out to Ticketfly list from DeCOmp – ticket tier ending, volunteer form open, etc.

**Next Meeting is Sunday, January 29**

**Meeting end 8:17**