

October 6, 2016

Meeting Start: 7:12

In attendance:

Bob – 5
Schmid-E – Sound/DJs - 13
Grant – Sound/DJs – 1.5
Michele – Girl Friday - 0
Keli – Secretary - .5
Evan – Gifting - 4
Joy – LNT - .5
Steve – Event manager – 3
Craig – Budget - .5
Shelsea – Volunteers 3
Meg – Venue liaison – 4
Bruiser – Networking – 2
Elise – Décor - 4
Kaitlyn – Performance – 3
Matt – Photo – 2.5
Robert – Deep Cycle owner
Brie – 6
Ron – 4

Venue

Walkthrough was successful
Steve put in a request to use their conference room for radio storage

Permits

We have not been granted a fire permit yet
There are concerns that we have too many fire elements for the space we have
 We need to make sure they know we are prepared with fuel storage, space allowances
 and emergency exits
 We have 7-9 fire pieces
 Brie hopes to have the permit in hand on Monday
We need to have one fire extinguisher at each art piece
 Bob will buy fire extinguishers in case artists don't bring their own
We need to communicate to all artists to bring their own extinguishers – (Angela)

Steve motions to approve the meeting minutes from October 4

Lea seconds
Michele abstained
Approved by all others

Volunteers

We now have 23 people for the 10:00 gate shift
We only have 6 of 20 for the last shift
Fencing has 6 for setup and 4 of 5 for breakdown
All other shifts are filled

Ticketing

Process (including volunteer sales) is going well
Shelsea gives shout out to Lea for being on the ball getting volunteer ticket codes out
October 10 is the last day to buy tickets
Around 800 tickets have sold, 150 of those to volunteers
 About 200 more volunteers need to buy their tickets still
Anyone who has questions can contact Lea directly
Shelsea has been contacted by two people who say they've signed up but didn't get contacted
 They are not on the spreadsheet, so Bruiser says to email the web team – they can trace the people
Lea says the platform has made ticketing easy

Placement

All but a couple of items have been placed
Nick would like to draw chalk lines on the ground to illustrate where people should set up
The map Nick plotted shows 10 foot squares, so all fire art has 20 foot perimeters

Friday and Saturday timelines

We cannot start building until 6:00 outside so Steve would like to have a meeting at 5:00, especially for anyone who has questions or concerns
We can start setting up inside Exdo at 1:00 p.m.
 Performance rigs need to be set up first, then the stage, then others
7:00 p.m. – party starts
9:00 p.m. – curfew

Bob raises the issue that if we have to stop setting up at 9:00 outside, and security doesn't arrive until midnight

 We need to get security in at 9:00 on Friday
 9:00 p.m. Friday to 11:00 a.m. Saturday
 2:00 a.m. Saturday to 11:00 a.m. Sunday (they were 2:00 to 2:00, but we don't need them that long on Sunday because people will arrive for tear down)

Saturday

People can start setting up at (?)
 There may be cars in the lot still, but we can start setting up at any time, per Exdo
Nick and (?) have maps and will be on site for placement
 He can hand out extra maps for anyone who wants/needs on
Security will be onsite starting at midnight on Friday
1:00 a.m. we will start moving everyone inside and towards exits

We don't have permission yet to tear down inside directly after the event
Parking lot will have security Saturday night

"Queen Bee"

Person on shift will have a radio and the Trac phone, and a folder containing all permits, contact info, etc.

Will be main contact for any authorities who show up

Steve, Lea, Shelsea, Schmid-E, Brie, Joy, Bob are all interested in volunteering

Shelsea can do 8-10

Bob will take late shift – Michele wants two cars here so she doesn't have to stay

Steve will make and hand out the schedule

Sound

Schmid-E talked to DJs personally to find DJs who are OK playing very quiet outside after 10:00 and get all DJs appropriate spots for the type of music they would like to play

Exdo reached out to local businesses to let them know about the event

Photography

Matt has found a video editor who will return the finished piece within 30 days

Outdoor Stage

Will have visuals projected, Brie and Gretchen have been gathering content

Signs

Lea will have signs to place around the neighborhood and on cars at next Wednesday's meeting

Signs need to be placed 72 hours before the event

Signs need to have contact info

A recommendation was made to use a Trac phone for the contact

Barricade company will put out signs about parking and street closure

Meeting adjourned: 7:45