

**September 29, 2016**

**Meeting Start: 7:02**

**In attendance:**

(name, what you do for DeCOmp, how many hours have you worked since the last meeting)

Steve – event lead – 10  
Joy – recycling lead – 4  
Krisanna – Day Manager Exdo  
Landon – Production Manager Exdo, Tracks  
Schmid-E – DJs, Sound – 6  
Keli – Secretary – 1  
Gretchen – Website lead – 4  
Lindsay – Colossal Head (art)  
Ryan – Colossal Head (art)  
Marcus – Gate lead – 2  
Jesse – Gate volunteer  
Anna – art car  
Eagle – art project  
Jeff – performance art - 3  
Evan – Gifting Lead – 6  
June – Non-musical performance lead – 20  
Shelsea – vol – 8  
Angela – art Grant lead - 12  
Jenny – Instagram, Volunteer party – 4  
Grant – DJs/Sound - 2  
Andrew – main stage décor – 7  
Matt – art – 2  
Bruiser – Networking lead – 1  
Matt – photo lead – 5  
Brad – art – 4  
Sven – Exdo  
Bob – stuff – 8  
Rachel – Communications – 1  
Jesse – would like to bring visuals  
Dave – volunteer  
Meg – Runs Fusion Factory, venue liaison – 2  
Becca – volunteer – 5  
Kaitlin – art –  
Brie – permits – 3

**Steve motions to approve September 14 meeting minutes**

Joy seconds

Approved by unanimous vote

**Steve motions to approve September 20 meeting minutes**

Joy seconds

Approved by unanimous vote

**Artist Announcements (Angela)**

8 or 9 art cars have submitted applications

Checks will be distributed at end of tonight's meeting

Jeff brings up a friend who wants to bring art, doesn't need money

Angela will direct him towards placement so it can be set outside

45 volunteer tickets are set aside for artists, art volunteers

Steve asks for email addresses (one per ticket) for volunteer tickets

Ticket codes will be emailed out when grant recipients pick up checks and sign a waiver

**Performance (June)**

June did not have to turn away any applicants

Hot Cocoa is being placed

1 hour of performances outside

55 performers in total

June has all email addresses to send out codes

**Main Stage**

Andrew needs to coordinate with Exdo about risers in room for performers

Exdo needs to know what we need and where it needs to go

June has 4 arielists – needs one rope, one silk, one rigging point for suspension

June will have performer contact Sven at Exdo for exact requirements

Exdo can make the stage as large as we need – could do 20x20

Angela, Schmid-E, June and Andrew will let Exdo know what we need by Thursday next week

**Outside stage**

Lighting

Sound team took lead and found lasers, lights, projector, themed visuals - \$150

**Schmid-E motions for \$150 added to outside stage budget for lighting**

Keli seconds

Discussion:

June asks if the lighting will help light up performers

Yes – the art car will shine two can lights on performance stage with visuals behind  
Jeff asks if the can lights can be turned off

Yes, and we can also gel them with colors

Bob asks who will manage it

Shcmid-E says sound managers will

Approved by unanimous vote

Jesse would like to bring visual art, but did not fill out an art or placement application

Steve recommends he speak with placement to see if there is still room outside because art and placement applications are now closed

### **Leave no Trace team**

Requests no stir strips or straws in drinks – Exdo agrees

They may be able to use tongs instead of sticks for fruit because bartenders cannot touch fruit, but Exdo managers will have to check

People can (and should) bring in empty water bottles to fill at water stations inside

### **Water Stations**

Brie recommends having them at the exits, 6 total should be OK

Exdo will take care of keeping water stations filled

Bob says to put all water in one station, possibly by bathrooms, for easy access

Exdo will also be selling water bottles at the bars, so the water station needs to be away from all of them

Bruiser asks who will refill water stations – tell Exdo staff if any are empty

Rachel asks – do water stations have cups? – No, people need to bring their own

Brie asks if we can have signs that say “Water Station - Fill Your Bottle”

Yes, we need to convey this to Lea

### **Wristbands**

Exdo is taking care of, but may not be able to have non-branded wristbands

### **Website**

Spreadsheets are locked down to read-only because there is a lot of coding behind the scenes that can be easily, inadvertently broken

This did break the spreadsheet at one point, so now that it is fixed, only people who need access have access

Spreadsheet can be downloaded for editing but master cannot be changed

Becca asks for access to volunteering tab to make a mark when volunteers are contacted

The sheet is being worked on by a team of three and is constantly updated by new volunteers signing up so access to edit the master would be extremely helpful

Bruiser will see about creating a second Google sheet they can edit

Volunteer ticket tab is not updating when volunteers sign up

Brett made a second form like Bruiser suggested, but it broke – web team will talk to Brett to see about fixing it  
Steve recommends everyone hopping on Slack to fix problems

Jenny brings up issue of one volunteer being on the wrong contact list – probably user error  
Everyone should contact Shelsea with volunteer concerns  
Shelsea is creating a giant spreadsheet that will show everyone's shifts and will show people who have multiples – she will share with all leads tonight

### **Volunteers (Shelsea)**

All leads need to contact volunteers NOW – too much communication is better than none  
Shelsea gives thanks for the helpful website and form – the process is much more streamlined than in the past

One part that is more difficult is Shelsea cannot easily see where gaps in volunteering are

Gate volunteers are needed for last shift – 52 of 84 shifts are filled

10:30-12:45 we only have 5 of 20

12:30-2:30 we only have 3 of 20

Shifts that are already filled have been closed on the website to drive attention to the spots we need

Setup also needs people

5 for fencing setup Fri 6:00-9:00 (need 2 more)

5 for fencing breakdown Sun 3:00-6:00 (need 4 more)

Steve asks if there are any other departments that really need more volunteers

Everything sounds pretty full and so will be turned off on the website

Will keep open LNT, fencing, gate, safety third

Shelsea asks everyone to reach out to three people personally to ask for help

### **Safety Third**

Diana would like to add two more people to each of the late night shifts

Web team will try to add more slots to web form

If that cannot be done those people can be added manually

Gretchen says it's taken care of – no extras needed for the form

Diana will let Shelsea and web team know when the shifts are filled

### **Rangers**

Steve asks Meg if FF can be used as Ranger HQ – yes

Rangers need to be out by 1:00 a.m. for FF event

Front door can be locked with a keypad code so radios are safe

Uncle Dave does not want HQ to be in FF – wants it to be onsite

Schmid-E asks if a tent can be set up next to Medical RV

Yes, but it won't be secure

Radios might be able to be stored in RV

Shelsea offers to store radios at volunteer booth which will always be manned

Radios could also be kept at FF but have Ranger HQ near main event

June offers her green room space as backup for medical

Diana can put a cot there

Dave responds he needs HQ to be inside Exdo, not outside

Brie is going to let him know the room inside Exdo he requested is unavailable, per Exdo

Location of Ranger HQ still pending

## **Communications**

What info do we need to get to the community?

Food – need to tell community they need to find their own options –

Exdo is contacting food trucks (required to have at least one for their LQ license)

Exdo says we can serve burgers in the parking lot as long as that person has a food license

Diana will reach out to friend with a food truck

Becca will reach out to more trucks; we can line them up on 34th or in front of FF

Food truck food may be able to be brought inside the event

Transportation – Light rail has opened up – use it! Park there!

Not sure of hours – check!

No food drive this year

Ticket sales end 10/10

Bring empty cup/bottle for water

Bags will be searched at door – food, drugs

Number of artists, DJs, performers, art cars, etc.

No will call – bring your printed ticket

Rachel will create a WWW – deadline is next Thursday for info

Needs performers, placement map, DJs, etc.

Info we need to update on FB event page

FB is only allowing three more changes (saves) to the event page

1. Take off ticketing link

Steve/Rachel will make one change per week – get any change info to them

If website needs update, text Gretchen

**Volunteer party hours** 7-midnight

Will be catered at 9:00 p.m.

**Outside setup** can begin at 6:00 p.m.

**Exdo walkthrough** – 4:30 on Thursday next week

Jenny needs to get a list of venue requirements (tables, chairs) to Meg, who will deliver to venue

**Floor open to leads**

Diana – Safety Third sign that was designed and ordered (external source) has not been created, would like to wait one more year to get a permanent sign  
May create a banner to put on RV this year

LNT needs recycling barrels from Trash – they need to be picked up

Bob can pick up

Volunteer party

Last year we had a raffle – can we do that this year? Need donations.

Ticketing

208 volunteers have signed up, only 88 have bought tickets

Anyone with questions should send email to [ticketing@denverburners.org](mailto:ticketing@denverburners.org)

**Floor open to all questions**

What if art has fire on it?

Send plans to Brie – she needs schematic, picture and description paragraph by Friday (tomorrow) at 1:00 p.m.

If description is not detailed enough, artists may need to set up and demonstrate fire art for fire marshals

James

Bus setup will happen Saturday morning – should someone drive it over on Friday night?

Yes, that would be very helpful

Will there be an onsite fire inspection?

Yes and no. Anything can be tested by artists during setup, but performances cannot begin until 2:00 p.m. and must end at 1:45 a.m.

Fire marshal will be onsite for crowd control but not for fire inspection

Will there be any time immediately post event for breakdown?

Outside, yes.

Inside? Not sure – need to check with Exdo.

Everything needs to be gone outside by 5:30 p.m. Sunday

### Sound

Schmid-E explains the process: we draw numbers from a hat that correspond to names on a list, to avoid any chance of preferences, favoritism, etc.

20 slots to fill, will pull 17 names, plus three stage managers (have 60 submissions)

Some people put their names in multiple times – should we completely remove those people?

Or just remove their multiples?

**Schmid-E motions to vote: Yes, we should remove all submissions for anyone who submitted more than once, or no, we should only remove the secondary submissions.**

Bruiser seconded

Discussion:

Meg suggests the secondary submissions could have been mistakes

Bob says all emails got a confirmation, multiples should have stepped up

Vote: 7 for, all other opposed

Only the secondary submissions have been removed from the drawing

Drawing:

Several different people take turns selecting numbers from a hat that correspond to names on a list Schmid-E has

1. Casey Stumble Mental
2. Erin Perry
3. Spencer Rands
4. Eric Lake
5. Sante Suffoletta
6. Steven Manders
7. Earth
8. Sami Tanamly
9. Tommy Armento
10. Brett's Band – Alright Alright
11. Matt Boggs
12. Grant Saxena (not counted in the 17 because stage managers already have slots)
13. Ishe (Nate Lapgaard)
14. Bruiser
15. Satorius Burnson (Groovewerk)
16. Bionic a (Shayna)
17. Josiah Lucero
18. Noah Deep
19. Brian Soriah
20. Schmid-E
21. Charlie Koval vs. Astrid

Alternate: John Perez

Grant will send notices to all DJs after time slots have been organized

**Next meeting** is Tuesday; there are two next week because it's the last week, and some people can't make one or the other

**Meeting adjourned: 8:55**