

# DeCOmp Steering Committee Meeting 7/26/2016

Location: Fusion Factory

In attendance: (name, role, how much time you've spent on your responsibilities since the last meeting)

Steve, Project manager, 45 hours  
Craig, Budget Lead, 1-2 hour  
Joy, it's her birthday, Recycling Lead & Co-Lead for Volunteer Party 0 hours  
Tara Medical aka Safety Third Co-Lead 0 hours  
June, Performance Lead, 4 hours & Co-Leads have done 3 hours each  
Grant, Sound & DJs, 6 hours  
Schmid-e, Sound & DJs, 3-4 hours  
Nick, Placement & LNT 1.5  
Michele, Fire Safety, 0 hours, helping with Placement, 20 or 30 minutes  
Evan, Gifting, 27 minutes  
Gretchen, Website Lead, 25 hours  
Andrew, Lighting Lead, 27 minutes  
Rachel, Communications, 1 hour  
Bob, bookkeeping, regional contact, ticketing, insurance, 27 hours  
Meg, regional contact, decommodification, venue, 4 hours  
Brit, fresh meat, looking for trouble  
Bekah, Volunteer co-lead, 27 minutes  
Indigo, daughter of Bekah  
Michele, Girl Friday, Website Editor, 1 hour 27 minutes  
Matt, Photo & video, 2 hours 27 minutes  
Brett, website tinkerer, 4.5 hours  
Bruiser, networking lead, 25 hours  
Elise, Décor, not sure hours  
Boombox, Décor Heper, not sure hours...27 minutes  
Lea, Graphics, Signs, Ticketing Co-Lead, 5 hours  
Johnny Angel, Décor Support, 27 minutes  
Jenny, Greeters and Volunteer Party Co-Lead...unsure of how many hours

Start of meeting:

Regional Reps (Meg and Bob) have asked to talk. Meg was contacted by Sauce (BMorg) and there were some issues that were brought up by the DeCOmp team. She feels there were some misunderstandings. He asked why he sees our community "ripping ourselves apart". Meg said it's not the whole community & that she has always felt the team was a shining star of the Denver Burner Community.

She wants to get back to how things were to begin with & reminded everyone there is a process for complaints. We should be addressing complaints with our Regional Reps (Bob, Meg or Lee) instead of going to the BMorg as they will just defer to our Regional Reps.

Bob took over at this point. DeCOmp is nothing like anything he's been a part of. It seems that for the last 16 years, the goal was to have fun at DeCOmp. If there is something that doesn't feel or sit right, we really should talk to our Regional Reps. Bob, unfortunately, hasn't had any time to talk to Steve about concerns that were brought up, but wants the group to know he is still available to talk to about these type of things.

He can talk to Steve about issues that might come up. Nik asked what the complaint was. Too many meetings, decisions being made without discussions...namely with SWAG/gifting. Steve had told a rep that he had reserved a part of the budget for a special gift, but didn't really get that info to the Gifting Lead. There was some miscommunication which could have been resolved with a 2 minute discussion with our reps.

Bob reiterated we just all need to have fun. If you feel like Bob is a part of the problem, he wants to talk to you about it. Same with any other steering committee lead. This is the first "situation" in 16 years & while it's not that big, we're nippin' it in the bud.

Steve added-he wants to be reachable and approachable. He wants us to go to him if we feel he's messing up. He has no desire to have this group become the "Steve Ship". The goal with this group is to empower leads & handle issues at meetings.

#### **Segway into the next topic: Concerns or issues:**

Schmid-e brought up an issue he has; it's about a meeting that happened 2 meetings ago. Steve said he was going to review all the meetings tonight. Bob mentioned the new running voting doc for all items which we've voted on this year (copies of the last meeting and the voted items were passed around). We're going to, moving forward, approve the previous meeting notes as each meeting begins.

Schmid-e's issue: he was a little more than upset that a decision was made to reduce the budget for outdoor sound to \$300. In the past, we've had more. He's curious, if in the future, if there's a decision to be made about things like this, perhaps we can make sure there are more people from the specific committee to bring more options to keep the budget down.

What brought this on was Grant bringing to the table the only offer (they had at the time) of bringing sound & it costing \$2k. Bob said we discussed things & while we want to throw an awesome party, we don't have it in the budget to float something like that. He doesn't remember any vote happening on that. We looked at the amazing voting summary & it is not listed.

Steve passed out the budget. It's current, but he wants to vote on the budget later tonight.

We get taken back to the last meeting as everyone has, by now, read the meeting notes from last time. Motion to approve-Nick. Seconded-June. Approved-only 5 people abstained. No objections. Meeting notes approved.

#### **Next topic: vote summary**

Bob suggested to table to the next meeting so everyone can review. He mentioned the most efficient meetings is everyone having all the time to review all the information. Schmid-e agreed. Missalicious suggested to publish a link to the meeting notes to the Facebook Group & to post any discussion docs to the Facebook Group.

Steve had a concern-items are “discussed & approved, but not voted on”. While he’s said “ok” to certain discussions/items, it’s actually not voted on. Missalicious stated we need to have a more clear definition of what needs to be voted on & who needs to be there to have a minimum vote. In the past, we’ve had a core group of the steering committee to approve things that needed immediate voting on, but not necessarily approving schedules for specific departments & the like. Budgets & any changes to the budgets, venue, theme, ticket art, these things should be voted on by the steering committee & whomever is at the meeting. Not what specific departments are doing.

Voting is different than approving. We want to empower our leads to be amazing & awesome. We need to need clarify the difference between the two & be completely transparent. Discussion ensued on what should be voted on: anything that might go against BM principles, budget, budget changes, if it’s a policy that affects the whole event, change the dates of the event,

Rachel said that it makes sense for a vote to happen if it’s within a department and that at least 2 leads are present for the vote to happen. Michelicious read the DFR description which mentions the DFR votes on items that affects the event as a whole & not necessarily directed towards a specific department.

We’re a group of creative intelligent people & if a situation arises that might need a vote, we will, moving forward, talk about it as a group...suggested Bob.

Do we want to have an executive committee? The executive committee will make decisions between meetings that keep the ball rolling for the event to happen (ie: permits, etc). These are time-sensitive decisions that need to be made & if we don’t have an executive committee, decisions might not be made until it was too late. The committee would not a board. In the past, it was the Communications Lead, Operations Lead, Finance (either bookkeeping or budget), Event Manager, Secretary, and a Regional Rep.

Steve opened it up to anyone else being on the executive committee. Nik mentioned Placement might be a help, but Bob said if we ever have to change venues, we’d cancel the event. Andrew asked how many people do we need on the executive committee-there isn’t a set number, but we want to open it up to people who might want to join. Bob asked if anyone had any questions about the committee. Joy asked if it was just important decisions that need to be made between meetings & Bob confirmed. The committee is dealing with very urgent matters which need action STAT. Discussion on the new name: the Urgency Committee and any decisions made outside of meetings should be discussed first thing at the next meeting.

**Brie, Bob, Steve, Gretchen, Keli, Craig are the new members of the Urgency Committee.** Nik suggests odd number on the committee. Missalicious said that if it’s that big of an issue & we cannot determine a clear vote, we should bring it up at the following meeting. Gretchen will create a mailing list & all docs will be available on Google Docs. Unanimous vote to Urgency Committee. No abstains.

**Next: Finishing of the Lead Group.** Elise was asked if she understood the Decor Lead responsibilities. She does. She is now the Décor Lead. Boombox is #2.

**Next:** Bob is currently the Ticketing Lead & is having huge issues with TicketFly & having time to talk to their sales reps. He asked Lea to take over. Lea is now the new Ticketing Lead, Bob is #2. Guy is helping, too.

**Next: Food Lead.** There was discussion in the past that we might need one, but it was removed from the lead list. Do we need food? Exdo does not allow food. Food trucks are not the best option as they can be difficult to coordinate (ie: parking, sales can be rough, decommmodification). Rachel said that if someone wants food, they could bring it. Thing is, there is so much to coordinate. Meg has been talking about Barbed Wire Reef truck & they might be available. If we put the truck outside the fence, it's not technically at DeComp.

She also mentioned Exdo owns Jake's & maybe they could do a discount for participants. Michele (fire) said in the past, there's always been something around. Nik suggested to put it out to the public. Tara said it would be really irresponsible for us to not have a food option for a 12 hour event. We need to be a bit responsible, otherwise we're not gonna have a good time. Missalicious asked if Brit wanted to volunteer (joke). Andrew stated that Casselman's didn't cover up their signs, bottles, or tap handles, so if someone has an issue, they can bring it up with Regionals/BMorg. Bob mentioned Sons of Anarchy did food last time & had a tent outside without any logos. He's going to reach out to them.

Bruiser stated that food trucks haven't been successful for years & if we put a map together of food available in the area, that might help. He is proposing snacks that people could indulge, just in case. Meg thinks the food trucks actually did very well when they were in the parking lot at Casselman's. Perhaps she could negotiate with Barbed Wire Reef to see if they might come to the event.

Bob said part of the permit has the entire street blocked off & there's very little fencing for the section, thanks in part to Exdo & Fusion Factory's locations. If we did bring in food trucks, we could have a food truck alley in front of Fusion Factory. Everyone would know they would be there & maybe have a sign for "food truck alley". We would prefer to have peeps to stay at the event so we can make sure we reach our bar minimum inside.

Meg said that we HAVE to have a food truck according to the contract. Per the venue contact, we have to have one. June says as long as we have good food, they should make money. Bruiser has a personal issue with Barbed Wire Reef. Meg is open to other options. Bekah isn't sure why Bruiser says that food trucks weren't successful. She works on the Anschutz Campus & she could check that source.

Bringing it back: we need food. We need food trucks. We need a lead. Rachel will send out a message to social media to fill the lead. More discussion on the lead role responsibilities. We asked Casselman's in the past to minimize the advertising. Bob says, at the end of the day, we're still here to have fun. A lot more discussion on decommmodification. Maybe we can have *some* advertising? June says if they're outside of our perimeter, it shouldn't matter. Bob said that yes, it shouldn't matter. But we should still ask the food truck to simmer down on the logos as much as possible.

Michele (fire) stated that maybe we just ask them to de-commodify & they could get space based on a first come, first served basis. Andrew suggested to buy a large roll of paper to cover up the truck &

just write “tacos” on their truck & do that for all the trucks. Steve agreed-if we find the right lead, we should suggest it to them. Nik wants to table until we get a lead. Andrew seconded. Bekah, at this point, was curious about the responsibilities of the Food Lead. Gretchen & Nik, being past leads, discussed a bit further. Bekah tentatively agreed to be the Food and Bev Lead and would work with Brit & Meg to get a plan working.

Rachel reminded everyone we had a vote on the table. Nik retracted. Unanimous vote to table until Bekah has time to organize.

**Next thing: Permitting.** Brie’s not here-passing. We do need to discuss:

1-according to city of Denver, we cannot build or set up past 9pm in the streets. Bekah asked if we’ll need to shift the start of set-up: yes. We’ll need to figure out how best to do this, though. Bob’s understanding is that we can’t do any construction work or any work that generates noise past 9pm, but we can still set-up. We’ll need to work around that one.

2-the venue has requested for us to clear the area before 3pm Sunday. They were approached by a non-profit to do an event inside the venue on Sunday. This is only for inside the venue. Nik could be done by then (LNT). Elise doesn’t see why we couldn’t be done by then, but is wondering how long we can stay/how early we can be in there on Sunday to strike. Elise says “sure” though. Meg will coordinate with the venue. Food will be there on Sunday for those tearing down.

Steve wants to motion to vote to approve all of the leads. Nik seconded. Missalicious abstains-everyone voted to approve. **VOTE TO APPROVE ALL LEADS: 25 yes, 1 abstain.**

**Next: Ticketing.** When can we start/end ticket sales. Bob contacted TicketFly. It took a week to get a line of communication going. Bob had a bunch of questions-which the salesperson didn’t help much. Brie gave Bob Apo’s connect & he gave an ultimatum that if they don’t work with us, we’ll find someone else. August 1<sup>st</sup> for a launch on tickets is out. Steve is worried that we need to know cutoffs for volunteer tickets so we know what we can have for general sales/OMG final sale. Bob mentioned there were issues w/CBE & how we had a late cutoff for tickets.

We have to figure out how to process 2k people in a speedy time. Ticketfly has been proven in the past. He’s thinking Sept 30<sup>th</sup> would be the cutoff & all info from any volunteers/performers/artists would have to have a Sept 15<sup>th</sup> deadline. Deadline would be based on department deadlines. Bob mentioned 40% tickets are sold before BM while the remainder are sold afterwards. Sept 15<sup>th</sup> is the day before Elsewhence, so that might be a little wrench in the system. Perhaps we do a deadline the week before Elsewhence, that way there’s enough time to get art/performers/et all set. Steve is just trying to get the deadlines. Sept 24<sup>th</sup> volunteer deadline, Sept 30<sup>th</sup> ticketing deadline was decided.

Steve wants leads to get deadlines to him so we can figure out which date is going to be the best for everyone. Bob mentioned there’s another wrench: original plan was to have \$5 volunteer tickets before BM, \$10 after BM. Trying to reward our volunteers/artists/performers to purchase prior to TTITD. Bekah mentioned how Shels has been trying to gather info, but it’s a little difficult.

Steve asked any leads who has a form if they have any deadlines. June needs to change the performers deadline. Grant says Sept 17<sup>th</sup> for sound.

Side discussion about Hot Cocoa performing. They need to do at least 3 performances minimum & they are going to sign up for other volunteer shifts. That might screw up volunteer form shifts, but we're sure we can work things out.

**Segué:** Discussion on volunteer/performer/artist forms. But first-there was discussion on having a round within a round for art grants. Angela wasn't there, but we talked a little bit about any budget/bookkeeping items that might come up.

**Segué to the site:** But first-Andrew had to leave. Andrew asked about if budget would be discussed next meeting. Bob asked him to get info to budget.

**Next: website.** Gretchen talked about the form & how it worked. We can set up notification for Leads & #2, if necessary. Bob was concerned that he was going to get emails as owner of the account. That will be changed to the info@denverburners email account which, for now, is routed to Gretchen. Discussion of the Slack Group & how leads & #2's can access via invite which, we believe, was sent to all leads.

Discussion of the form specifically to ticketing for volunteers & whether the select "yes, I need a ticket" on (for example) the performer's page & if they're still DJ'ing, that question won't show up. If people are leaning heavily on a specific department for tickets, we can turn that option off.

**Next: Discussion on Leads' #2's .** If you are a lead & are hit by a train, the event might have a bad time because your knowledge is gone as well. And we all would be VERY sad. The #2 should be able to step up not only in an emergency situation, but also in case a lead needs to take a break. Michele (fire) is not too sure just yet, but will work on being Placement #2. (Leads have #2's & might be "First Mates" as suggested by...someone who the temporary secretary cannot give credit to). Joy is not 100% of her First Mate responsibilities for Event Manager, but will talk more w/Steve.

Craig is not 100% of First Mate status for Recycling, but will work w/Joy. Steve is First Mate for Operations & realizes that's too much for him, so he's stepping down. As such, First Mate for Operations is now open. June spoke on Rose's behalf & knows she will be able to take over. Bekah is feeling a bit odd, but is working with Shels more, but still is feeling a bit out of the loop. Steve suggested to reach out to Shels about backup & if Bekah has issues, talk to Steve. Tara is feeling she's good to go on Safety 3<sup>rd</sup>. Nik doesn't have a backup for LNT. Michele (fire) is his First Mate for Placement. Photo is a go.

Brit is the first mate for Food & Bev...while she's had only an hour to get info, she's confident it will work out.

**Next: Round table discussion.**

Communications: is there anything that needs to be communicated online. Sound-go for registration. Performers-go for registration. Volunteers-unsure, but Shels signed off on it on the Slack group. Art-good for registration. Nik has a monkey wrench in that he would like a notice whenever there's an addition for art. Gretchen will see to that. Safety 3<sup>rd</sup>-go. We're waiting for Art & Volunteers to give the web team a go.

Rachel brought up that once peeps sign up for stuff, they usually get ticket info. Lea thinks we could do ticketing mid-August. Craig mentioned having a notification sent out after someone signs up that

tickets would be available mid-August. The Web Team is not ready for that just yet. Anticipated date of tickets August 15<sup>th</sup>, but public could be mid-August.

Art is approved for form launch, but once we get approval from Volunteers, we can launch.

**Round table:** Gretchen asked everyone as we get into the stressful busy TTITD season, to remember when we communicate, we are doing so with other volunteers. If you're angry about something that was said or having a bad day, take some time prior to answering emails. The other person on the other end is a volunteer, too, & they work hard to have fun as well.

**Next meetings: 8/11, then 8/25, 9/15.**