

## Denver DeCOmp Meeting

When: 4/7/2016

Where: Fusion Factory

In attendance: Marcus, Angela, Patrick, Craig, Allen, John, Andrew, Brett, Gretchen, Nolan, Grant, Meg, Bruiser, Brie, Bob, Joy, Jenny, Steve, Shelsea

1. As we did roll call, Steve asked if individuals would like to keep/step up for a lead role. Here is a list of everyone who expressed interest. Steve asked for those wanting to be a lead to attend the next meeting.
  - a. Marcus: Co-Gayte Lead
  - b. Angela: Art Grant Lead
  - c. Patrick: Co-Grant Lead
  - d. Craig: Budget
  - e. Allen: "Whatever...maybe Info Booth...or DISinformation Booth?"
  - f. John: Visuals or Laser
  - g. Andrew: Visuals or Lights
  - h. Brett: Website
  - i. Gretchen: Website Lead
  - j. Nolan: Bringing art
  - k. Grant: Sound Lead
  - l. Meg: Decommodification and Venue Leads
  - m. Bruiser: No longer taking Photography Lead. Would like to help with IT infrastructure.
  - n. Brie: Operations Management
  - o. Bob: Ticketing, Insurance and Bookkeeping Leads, Regional and DRF Contact
  - p. Joy: Recycling Lead, Volunteer Party Co-Lead
  - q. Jenny: Greeter Lead, Volunteer Party Co-Lead
  - r. Steve: Project Lead
  - s. Shelsea: Volunteer Lead
  - t. Rachel: Communications Lead
2. Steve mentioned how it would be nice to see the Denver Burners Facebook and website more active.
  - a. We should all be actively looking for new venues and reminding the community
3. Leads should start thinking about who could be their back up and start training.
  - a. All leads will need to think about their backups
  - b. We should all start documenting our lead responsibilities and timelines as well
4. Speaking of timelines, Leads should now track time between each meeting.
  - a. This includes not only their own roles, but other roles in their departments as well.
  - b. Steve would like leads to send him a list of time spent for each role in their department along with a brief explanation on what was accomplished
5. Lead Roles Available:
  - a. Decor

- b. Photo
  - c. Gifting (although, this might not be necessary as we have items left over from last year)
  - d. Placement (there might be a candidate already)
6. Bob suggested to list on the site if there is a backup for a specific leads
    - a. All department roles and the volunteer for said role will be listed on the website
  7. Since Craig hasn't been able to review the budget, we will discuss budget items at the next meeting
  8. Meeting days leading up to the event could change. Depending on where we have the meetings, we could be limited to specific days. Will need to figure this out ASAP.
  9. Leads need to start working as things are starting to ramp up
  10. Theme vote will be next meeting
  11. As soon as we get contracts signed, we can announce the time and location
  12. To end the evening, we dicussed 501(c)3 requirements

END OF MEETING