

**September 14, 2016**

**Meeting start: 7:00**

**In attendance – what is your role – how many hours have you put in since the last meeting:**

Steve – Event lead – 10  
Evan – Gifting Lead – 6  
Brie – Permitting – 15  
Bob – Regional BM contact - 5  
Michele – Girl Friday – 1  
Gretchen – Website – 5  
Keli – Secretary – .5  
Becca – food truck lead – 0  
Shelsea – volunteer coordinator – 13  
Jeff – performance aid  
Tara – Safety 3<sup>rd</sup> – 3  
January  
Robert – Deep Cycle owner  
Marcus – gate - 1  
Michelle – placement 2<sup>nd</sup> – 1.5  
June – performance lead -  
Lea – graphics – 10  
Craig – 2  
Matt – photo lead – 0  
Joy – recycling lead – 1  
Grant – Sound/DJ – 2  
Angela – art Grant lead – 5

**Brie motions to approve last meeting minutes**

Tara seconds  
Vote approved – 13 yes  
Five abstained

### **Volunteers**

We have about as many now as we did last year at this time, but this year we are needing more volunteers.

We especially need more gate volunteers.

Gretchen and Shelsea talked about closing positions on the signup form that aren't essential so other roles are filled first.

All volunteers should have email stating shift time, discount codes  
All volunteers will get reminder emails closer to the event

Last day to sign up to volunteer is October 1

Last day to purchase volunteer tickets is October 1

Because we are not mailing tickets this year, sales can be extended to the Monday before the event

We will change ticket date to October 10

We will change volunteer signup to October 5

Bob and Lea will discuss whether ticket sales tiers need to change

Steve says all leads need to fill out the FML form

This allows leads to get their ticket codes

Performers and selected volunteers will be informed of selection dates today

They will be notified before October 5

### **Permitting**

We are able to close Walnut

We can close one sidewalk, but must leave the other open

We can close part of the sidewalk by Fusion to allow entrance into the parking lot

Fire requirements are same as past years, but are very strict

Anyone bringing fire art must have paperwork to Brie by September 30

Brie will email fire requirements to Robert and January for their art car

### **Ticketing**

Sales dates are extended, so tier two tickets may extend 10 days

Tier two (\$20) will now end on 9/17

Tier three (\$25) will now end on 9/27

Tier four (\$30) until 10/10

Sales are very low, we have 1600 more to sell

If we have door sales, they will only be by credit card

Lea and Brie will talk about implementing cc sales

### **Venue**

Exdo requires, and will be doing bag searches (a.k.a. Stadium Checks) – no drinks allowed in

Empty water bottles OK

No food

No weapons, pepper spray

No drugs, including marijuana

### **Budget requests**

Brie needs more funds for extra fencing

**Bob motions to add \$200 to gifting budget for stickers**

(swag = \$180)

(extreme volunteers = \$20)

Joy seconds

Unanimous vote to approve

**Brie motions to add \$1850 to Porta potty budget**

Steve seconds

Unanimous vote to approve

**Grant motions to add \$450 to budget to bring Deep Cycle as art car/DJ stage**

Keli seconds

Unanimous vote to approve (total sound budget is now \$1050)

Discussion:

Sound/DJs were approached by Deep Cycle art car

This is currently our only official option for an outdoor stage

Two art cars have applied for art grants at DeComp: Deep Cycle and G Ride

Both are able to serve as a DJ booth

Deep Cycle has built-in sound, but we won't need to use it

Can set up a table over the fuselage of the plane for DJs

Will have fog machines

If Sound budget is increased, Deep Cycle does not need the art grant they applied for and will withdraw their request

Deep Cycle has a generator that Sound can plug into

Blower and exhaust are on top

Other art cars can still come, they just won't be the outside stage

DC will need six volunteers to help with set up/tear down

Just a generator would have cost \$650 plus extra requirements

**Need lead updates about volunteers**

An announcement will go out to remind DJs that not everyone will get a slot, so if they want a guaranteed volunteer price ticket they should sign up for a volunteer shift outside of DJing

**Performers**

Has 21 signed up so far

Sign up deadline has been extended to 9/24, selections will immediately follow and will be announced on 9/27

Hot Cocoa would like to do a group performance; we have encouraged them to sign up for other volunteer shifts as well so as not to tap the performance volunteer allowance

**Art Grant**

18 people have applied to bring art/for art grants

Half of the people applying for art grants have elected to pay for a full price ticket  
Because of this all art volunteer tickets should be do-able  
Deadline for applications is 9/22  
Checks will be distributed on 9/29  
Art grant budget is \$6400

### **DJs**

32 people have signed up so far  
Deadline to apply is 9/23  
Names will be drawn on 9/29

### **Does anyone need a timeline review?**

No

### **Post-event Survey**

It will likely be ready online at the start of the event  
Gretchen will let us know

**Event wrap-up party** is set for 10/20, but we will ask for 10/27 so those involved with planning have more time post-event  
We then have two months to complete the After Burn Report (aim for 12/1)

### **Other Concerns**

Bob wants to know if DeCOmp has a “banned persons” list  
We don’t have a policy of banning people at this event – any rumors should be shut down  
Apo has a list, and certain venues have lists, but we do not

Tara asks who is in charge of indoor placement  
Elisa is, and Tara will send her a message on the message board

**Next meeting is Tuesday, 9/20**

**Meeting adjourned at 8:15**