

# 2018 Denver DeCOMP Planning Meeting

## Meeting Minutes

**Date:** July 2, 2018

**Attendees:** Sante, Steve Mena, Nitro Nick, Jess, Jon, Schmidt-e, Patrick, Evan, Jenny, Vera, Liz, Josh, Brian, Sam, Hero, Marcus, Portia, Josh, Kate

### Confirmed Leads

<b>Event Lead</b>	Sante
<b>Venue Lead</b>	Steve Goldrush
<b>Art Grant Committee</b>	Japangela, Ginger, Kate
<b>Gate Lead</b>	Patrick
<b>Placement Lead</b>	Nitro Nick
<b>Fire Safety Lead</b>	Nitro Nick
<b>Fire Performance Lead</b>	Paulie (Thirsty)
<b>Sound Lead Team</b>	Bruiser, Steve Goldrush, Brian Weatherhead, Schmidt-e
<b>Budget Lead</b>	Dugan
<b>CAD Work Lead</b>	Josh
<b>Gifting Lead</b>	Liz
<b>Communication Lead</b>	Liz
<b>Secretary</b>	Liz
<b>Volunteer Co-Leads</b>	Marcus & Kate
<b>Workshops Lead</b>	Calamitee Meg
<b>LNT (Leave No Trace)</b>	Devin Jewel
<b>Decor Lead</b>	Sam Carstens
<b>Volunteer Party Planning Lead</b>	Jenny
<b>Graphics</b>	Jesse
<b>Pleasers</b>	Stephanie
<b>Infrastructure / Operations Lead</b>	TBD

<b>Ticketing Lead</b>	TBD
<b>Website</b>	TBD
<b>Greeters</b>	TBD

## Discussion

- **All Leads need to come to July 18 meeting (at venue) with:**
  - **All outstanding questions that need answered by the venue for their department**
  - **Infrastructure needs**
  - **Department budget proposal**
- Contract came back
  - Dates are listed as open - need to tell them the break down days, VAP, etc.
  - Probably need a Plan B? Bart's Land
  - Need to discuss what happens if they back out or sell venue before event
    - Need to see what their lease says re: contracts
    - Or rely on event insurance
  - They are being really strict with fire - still need fire permit
  - Venue still needs to permits for alcohol and temporary occupancy request
  - Other questions:
    - What happened with the change in the Social Distortion venue change?
    - Can we use their radios?
    - Do they allow bikes?
    - Any permitting restrictions regarding minors?
- Timeline
  - Before July 18
    - Venue contract signed
    - Site map rough lay out
    - Fire permitting needs submitted
  - July 18
    - Venue walkthrough and layout site map
      - Permits
      - Sound stage - locations
      - Determine rental needs - power, security, portos, CB radios, etc. for Infrastructure / Operations Lead
    - Theme vote
    - Budget review
    - Review lead positions
  - July 25
    - Theme design complete
  - August 1
    - Site Map due
    - Event page goes live
  - August 8
    - Volunteer needs determined - form launch
    - Art Grants form launch
    - DJ / Band / Fire / Performer form launch

- Gifts purchased
- Tickets go on sale
- August 15
  - On site meeting
- Other Details
  - We want to use our own ticketing system and not the venue's
  - Can probably fit up to 5 food trucks easily - cannot serve alcohol
  - All fire performers need to bring their own safety precautions

## Action items

- **All Leads need to come to July 18 meeting (at venue) with:**
  - **All outstanding questions that need answered by the venue for their department**
  - **Infrastructure needs**
  - **Department budget proposal**
- All Leads should be thinking about:
  - Volunteer schedules needed and give to Marcus
  - Communications they need blasted out to the community
- Let Steve Mena know about any viable Plan B venues - please have done due diligence
- Several venue questions need answering - listed above
- Sound Lead team to get together and discuss how we want different stages and budget proposal
- Need to reach out to knowledgeable community members about fire permit
- Need group insurance
- Remaining Lead positions
  - Infrastructure / Operations, Ticketing, Website, Greeters
- Develop Event Page
- Outreach for art installations etc.
- Medical Lead to find out about last year's remaining supplies
- Need to check with Apo team about Info sign

## Next meeting(s):

- Wed, July 18 @ Fox St. Compound - Venue Walkthrough & Theme Vote
- August 1 & 15
- September 12, 19, 26
- October 3, 10
- TBD Volunteer Appreciation Party & Set Up: October 12
- Event Date: October 13
- TBD Break Down: October 15