

2018 Denver DeCOMP Planning Meeting

Meeting Minutes

Date: July 18, 2018

Attendees: Sante, Steve Mena, Nitro Nick, Seriaiah, Liz, Josh, Nitro Nick, Schmidt-e, Chad, Kate Kelly, Paulie, Devin, Tony Knight, Stephanie

Confirmed Leads

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

Website	TBD
Greeters	TBD
Performance	TBD
Visuals	TBD

Discussion

- Needed to move meeting to Fusion Factory
- Budget
 - Lanyards - cheap ones, can print cheaply
 - No paper tickets
- Venue Situation
 - Venue management is ending the relationship, ending Fox St Compound
 - Owner said they don't know if they can do our event yet due to doing all the permits are necessary, especially no fire
 - Regarding alcohol, they work with a vendor
 - If we go with another vendor, we don't have enough money to buy all the alcohol up front - this is a necessity for us right now
 - Too much: too much money
 - Too little: piss people off and they don't come back
 - Fire Lead Paulie is going to try and get in touch with venue management
 - The City will approve us for a fire performance without a venue contract
 - Just need Fire Lead's Fire Performance license
 - Plan B Venue Options
 - Stanley Marketplace
 - Spot where the Big Wonderful is
 - Cluster
 - Grizzly Rose
 - Silver Music Hall
 - Exdo parking lot with street closure
 - Stem Cider / Other breweries
 - No liquor license
 - Cosmic Synergy
 - Venue Lead to post the venue requirements
- Volunteer Coordinators
 - Would like to decide on the hours from start to finish - need to have a venue
- Sound Team Update
 - Everything all figured out and ready, just need a venue
- Theme Vote

Options: Robot Graveyard, Cave People, Sparkle My Pony, Moistly Underwater, More Human Than Human, H y p n a g o g i a, Literally!!!!, Fuck Yer Theme, Rainbow, Bubbles are Beautiful - 1, Salt, Arabian Nights, Celestial

- **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.
 - 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

Action items

- Fire Lead:
 - Needs to talk to Tim about why the venue owners might be concerned about
 - Figure out where the fire extinguishers are from last year
- Gift Lead: Figure out Extreme Volunteer Gift numbers

- **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, 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):

- 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