

**Playa Del Fuego, Inc.**

**Board of Directors  
Annual Retreat 2009 Minutes  
September 25-27, 2009  
Blakeslee, PA**

**Board of Directors:**

Joanna Barnum  
Maya Cook  
Dave Diller  
Mike “Magorn” Galleher  
Jamie Love  
Leah Marcus  
Lauren “Ananas” Oviatt  
Ed “Lizard” Rosen  
Ben Sarsgard  
Ron “Naked Ron” Vogelsang  
Andy Wing

**Retreat facilitator:**

Stephanie Bean

**(add table of contents)**

## **A. Board structure and Responsibilities:**

### **A1. Review of current responsibilities.**

Summary from the Playa Del Fuego, Inc. bylaws:

- *Number of Directors:* Not less than one (1) or more than fifteen (15).
- *Officers of the Board:* The board shall elect: President, Secretary, Treasurer. Other officers may be added by the board.
- *Election of Directors/Officers:* Directors/Board members shall elect additional directors annually or at a special meeting if needed to fill an unexpected vacancy.
- *Term of Directors/Officers:* Anyone may be removed, at any time, with or without cause, by an affirmative vote by the majority of the board.
- *Resignation of Directors/Officers:* Directors may resign at any time in writing.
- *Quorum:* A majority of the entire board is a quorum for the transaction of business. Removal of directors or changes to the bylaws requires a majority vote of all directors.

Additional responsibilities:

- Attendance at the annual retreat. If a director misses the retreat, he or she will automatically become emeritus.
- Directors are responsible for reading all e-mails on the “Nonprofit” e-mail list, and should respond to all e-mails, even if just to acknowledge receipt of information. Directors should inform the list if they will be out of town.
- Directors must attend regular board meetings in person or by conference call, but are permitted two absences. Upon the third absence, the director becomes emeritus.
- Directors must attend at least one burn per year. However, a missed burn also counts as a missed board meeting.
- At least one director must be present at each Planning Committee meeting. This should be discussed before each meeting on the Nonprofit list.
- To be reinstated to active status, an emeritus director must attend three (3) consecutive board meetings, and then have their status discussed and voted on by the board.

### **A2. Review of formal roles.**

Please see *Appendix A: Board Roles & Committees* for list of directors currently filling these roles.

- *Officers*, as required by the bylaws, include President, Secretary, and Treasurer.
- *Nominee Contact* serves as the point of contact for nominees being considered by the board for directorship, communicating deadlines and collecting applications.
- *Event Mayor* is a visible representative of the board of directors at Playa Del Fuego, and is responsible for listening to community input. Board members take turns serving as the Mayor.
- *Planning Committee Departments Liaisons:* Liaisons are responsible for ensuring that Planning Committee coordinators/department heads are completing their duties, and providing assistance or guidance as needed. Planning Committee departments that have assigned liaisons: Planning Committee, Burning Infrastructure (Fire Team & Pony), Non-Burning Infrastructure (DPW & Theme Camps), Volunteers, Rangers, Digital Infrastructure (tickets, website, BBS, and What Where When), Greeters, Parking, and Sound.

- *Board Members at Large* are newly elected board members excused from assuming formal responsibilities during their first year of service.
- *Committees* led by board members include Art Grants (internal), Community Outreach/Outside Art Grants, Communication/Public Relations, Finance, and Land Search. Committees may also include additional board members and non-board members.

### **A3. Review and evaluate board member nomination process.**

New candidates for directorship may be nominated by community members or other directors/board members at the Spring burn or online. Nominees must accept and complete applications. A public comment period on nominees follows, and new directors are voted in by the board. The public comment period was a new addition in 2009, and the community did not participate in the opportunity because the board failed to set up a process and inform the community early enough. All community comments are confidential but not anonymous.

**Decision:** The *Nominee Contact* will now be responsible for initiating the public comment period. He or she will also post photos and brief bios of the nominees on the PDF website preceding the public comment period.

**Action:** Leah will draft a formal time line for the nomination and selection process, to be approved by the rest of the board, and will implement it this Spring. Maya will facilitate the installation of a comment form on the PDF website. *Deadline: Spring 2010 burn*

### **A4. Retreat.**

Too much time is being taken up at the annual retreat on “housekeeping” items. The timing is also difficult for some directors because the retreat is too close to Burning Man and Fall PDF, and the retreat date is chosen before nominees are selected, so they do not get a say in scheduling.

**Decision:** The annual retreat will be moved to the Winter “off” season between the Fall and Spring burns, with the date being selected after the addition of new board members. The Fall post-burn board meeting will take the format of a BBQ welcoming new members, with mandatory in-person attendance for all members. Review of board member responsibilities will take place at this meeting instead of at the retreat.

**Action:** Fall “housekeeping” meeting/welcome BBQ and Retreat planning will begin at the close of the new board member selection process this Spring.

### **A5. Orientation and information packet for new directors.**

At the 2008 retreat, it was decided that the board would prepare an information packet for new board members at large. It would include information on outstanding issues accompanied by status updates, minutes from previous meetings, existing reference material including history of the event and organization, board member responsibilities and expectations, and member contact information. This project was not completed.

**Action:** Joanna and Leah will collaborate on the orientation packet. *Deadline: Conclusion of Spring 2010 nomination/selection process.*

## **B. Financial Status and Planning**

### **B1. Review of expenses and income.**

What additional info should I include here? Could a finance committee member please help me out with beefing this up?

Approximate resources:

Money market account- \$100,000

Checking account- \$22,000

CD- \$5,000

PDF, Inc. is currently making a very small profit on burns (\$3,000-\$10,000 per burn depending on expenses). We have seen an increase in the size of event budgets, and our ticket prices are very low.

Appropriate use of our inventory and reimbursement systems would assist us in our financial planning. At the 2008 retreat, the board decided to implement an inventory system, requiring coordinators to submit inventory forms to their liaisons before having their new budget approved. However, this system has been difficult to enforce. There is also currently no deadline for submitting receipts for reimbursement, which makes it difficult to get an accurate picture of our resources.

**Decision:** Coordinators must submit inventories to their department liaisons before their receipts may be reimbursed.

**Action:** Liaisons will communicate this policy to coordinators and implement it for the Spring 2010 planning cycle. They will share collected inventories with the Treasurer and the rest of the board via Google Docs.

**Decision:** Receipts from each burn may only be reimbursed during the same calendar year. At the end of the year, coordinators who have not submitted receipts will receive a thank you letter for their donation, which they can claim on their taxes. A one-time receipt amnesty for any outstanding receipts from any year will take place until December 31, 2009.

**Action:** Maya will publicize the new receipt policy as well as the receipt amnesty period on the BBS and community lists.

The organization could also save money by taking better advantage of our tax exempt status. Most coordinators pay sales tax on their reimbursed purchases, but do not need to if they use Playa Del Fuego's tax exempt ID number. However, we are not comfortable widely distributing this number. It is possible to be reimbursed the sales tax from Maryland after the fact if we submit receipts and the appropriate forms.

**Action:** Magorn will work with Maya on submitting the appropriate forms for sales tax reimbursement in Maryland, and will help research the possibility of registering for exemption in other states that coordinators may make purchases in.

### **B2. Ticket price.**

The board feels that increased PDF ticket prices would help us better meet our goals, especially our goal of land purchase. A \$5 increase in ticket price would result in a \$5,000 increase in income per burn. The current \$35 price was set for a three day event, and our event is currently five days. However, ticket prices are a Planning Committee decision.

**Action:** The board Finance Committee will write a proposal for an appropriate ticket price increase to submit to the Planning Committee.

### **B3. Community outreach funding via Art of Change income.**

In January 2009, Playa Del Fuego, Inc. collaborated with Artomatic (a D.C. based participatory arts organization) in producing the Art of Change inaugural ball as part of our community outreach initiative. PDF recently received its share of profit from the event, \$17,936.60.

The board discussed the possibility of allocating different percentages of these funds to land purchase, internal art grants, and continued community outreach. Ultimately, we determined that it would be most in the spirit of the original project to earmark the entire amount as seed money for a community outreach fund. Community outreach includes events other than PDF, art projects not hosted at PDF, workshops, and workshop space, for example.

**Decision:** The board voted unanimously to allocate this money in its entirety to further community outreach. However, only this money and potential income from other community outreach projects, will be used for community outreach. No additional income from PDF ticket sales will be allocated to this account.

**Action:** Maya will create a separate PDF checking account for Community Outreach. Dave will announce this information to the community as soon as possible, and the announcement will also be included in the Burning Pony Express.

### **B4. Finance Committee.**

**Decision:** The board finance committee, led by Maya, will meet at Andy's before the end of the year. They will review the organization's overall financial situation, and will make recommendations for ticket price increases, maximum allowance for event budgets, and percentages of income that should be allocated to different purposes.

### **B5. Charitable donations.**

As a non-profit 501 3C (is this right?) organization, Playa Del Fuego, Inc. may legally accept charitable donations, and donors may claim donations on their taxes. The receipt of charitable donations is traditionally considered an important part of being a non-profit, and donating money can give community members a sense of ownership and belonging. However, we currently have no system in place to facilitate this process. Some ideas include setting up a web application for donations, including a donation option as part of the ticket purchase process, and releasing an annual report. The version of Quickbooks PDF uses is already a nonprofit edition, set up to generate receipts for donations.

**Decision:** The board will determine a process and policy for accepting charitable donations.

**Action:** Lauren will propose a procedure for accepting donations to the Finance Committee.

## **B6. Distribution of PDF assets in the event of dissolution.**

If Playa Del Fuego, Inc. were to dissolve, its assets would need to go to another non-profit organization. Our corporate articles do not name a successor, but Transformus, the Southeast regional burn, was named as successor at a past board meeting. Given Transformus's recent loss of official regional status due to violation of the Burning Man Principles, this needs to be corrected. Possible other successors include Artomatic, Inc. (our collaborator in the Art of Change ball) or the Black Rock Arts Foundation.

**Decision:** The board voted unanimously to rescind the previous motion of the board that names Transformus as successor of Playa Del Fuego's assets.

**Action:** The board will formally choose a new successor at a future meeting.

## **C. Strategic Planning**

### **C1. Review and assess organizational goals.**

*“The purpose for which the Corporation is formed is to organize and hold interactive, participatory events that promote artistic creativity and freedom of expression.”*

In addition to the continued production of the Playa Del Fuego event itself, which embodies our philosophical goals, we embrace the following:

- Community outreach
- Establishment of a permanent home for Playa Del Fuego the event

Please see items F. Community Outreach and G. Site Strategy for additional discussion of these goals.

Establishing Playa Del Fuego's official interpretation and applications of the “Leave No Trace” philosophy could also lead to additional formal goals. This is an issue that should be discussed with the community. It could also become important if Playa Del Fuego purchases land that includes a wetland or forested area that needs to be protected.

### **C2. Operational goals.**

There is a difference between organizational goals (strategic goals) and functional goals or action items (operational goals).

The board should collaborate with Playa Del Fuego's coordinators and do a utilization study. If we determine the staffing needs (coordinators and volunteers) for 2-3,000 people, it will help us better evaluate new sites for the event.

To run effectively, we need a formal business cycle of everything that needs to happen every year. Basic disorganization is interfering with our ability to move toward our strategic goals.

**Decision:** The board will write a business calendar for PDF. See *Appendix B: Business Calendar* for items that need to be taken into consideration.

**Action:** Who doing?

It would also be helpful to encourage the community to take on some of the jobs that the board is currently responsible for, such as hardship tickets. We could include these non-burn tasks on the volunteer sign up schedules available at the burn, as well as advertising them online. We also need to proceduralize positions or tasks including time commitments and requirements. “One to one propaganda,” invitations to specific individuals to take on jobs that they would be good at, as opposed to general calls for help, could be more encouraging.

## **D. Communication**

### **D1. Internal board communication and record keeping.**

The board does not currently have a good solution for keeping its own records and documents available and accessible. We used to have a Wiki, which is no longer functional. Google Docs is a temporary solution, but is not ideal. Whatever the solution, it needs to be appropriately backed up- both digitally, and perhaps on a CD in a safe deposit box.

**Decision:** The position of *Archivist* is created. The Secretary will send documents to the archivist, who will file and share them.

**Action:** Andy volunteers to be the *Archivist*. He will begin by researching possible solutions for our data storage and sharing needs.

### **D2. Media kit & FAQ.**

At the 2008 retreat, the board determined that we would like to have a standard press release and FAQ available for media inquiries. This project has not yet been completed.

**Action:** Lauren and Joanna will obtain any work that Bink started on this, and will have a brainstorming session, after which they will present some preliminary content to the board via the Nonprofit list.

### **D3. Board communication with the community.**

The *Mayor* as well as a regular “meet and greet” event at the burn are tools the board has attempted to use to facilitate interaction with the wider PDF community. We will continue to implement them in the hopes that the more they are used, the more the community will become aware of them and take advantage of them.

There is now also a board blurb in the Burning Pony Express to update the community on what the board has been working on and discussing. This effort was in response to community complaints that the board was not communicative enough in planning the Art of Change ball.

We still need better communication and timing for specific tasks that involve board members interacting with the community, such as during the new board member nomination process. A business calendar as well as the assignment of all tasks to specific individuals will help with this.

It is the responsibility of individual board members to communicate with the board as a whole about any issues they discuss with community members.

#### **D4. Forums.**

At the 2008 retreat, the board voted to suspend use of the “Burningass” mailing list as the official PDF planning tool, and implemented an official PDF BBS/Forum hosted on our website. The reasoning for this decision was that the BBS would facilitate better record keeping and would make it easier for new community members to participate. Use of the BBS was slow at first, but participation seems to be increasing. The forums see less traffic than the mailing list did, however, there is less extraneous chatter taking place and fewer repeat topics. The view counts on the forum are also very helpful and important to take into account, because they show that people are reading the discussions even if they are not participating. We have seen fewer complaints about participants feeling uncomfortable speaking up.

We can encourage increased participation by publishing reminders in the What Where When and the Burning Pony Express. Summaries of interesting conversations on the BBS can occasionally be cross posted to Tribe, Baltwash, Facebook, and Twitter to draw new traffic.

**Decision:** The BBS/forum will continue as the official PDF planning tool for another year, at which point the issue will be analyzed again.

**Action:** Lauren will research the possibility of setting up an official PDF Twitter feed.

#### **D5. Website.**

**Action:** Housekeeping work is needed, such as fixing broken links, revising old documents, and eliminating redundancies.

#### **D6. Burning Pony Express.**

Lauren, can you please provide a very short summary of what the BPE is?

Overall, the BPE is working well to keep the community informed. Other board members can help Lauren by assisting with proofreading. She should also feel free to assign specific tasks to other board members. Currently, the BPE gets cross posted to Baltwash and Facebook, but does not always make it onto the website. A yearly time frame for issues can fit into our business calendar.

**Action:** Lauren needs assistance getting the BPE posted on the website.

### **E. Art Grants**

10% of ticket sales per burn are allocated to internal art grants for projects that will appear at Playa Del



Fuego. These grants have included burning art, non-burning visual/installation art, and performance art. Listings of art grant recipients as well as sample photos and applications have been added to the PDF website. At the 2008 retreat, it was decided that judging for the Spring and Fall burns would take place in one judging/application cycle, but it did not work out due to lack of publicity, and a second cycle was needed.

While recruiting judges has been a problem in the past, there has been lots of participation this past year. Judges use Google Docs to view applications and to construct a communal feedback spreadsheet. A rubric for determining approval and funding based on a variety of factors is in development. Applicants who do not receive grants receive constructive feedback.

Currently, it is unclear whether money allocated to Art Grants should be treated as an accumulating fund.

**Decision:** The board voted unanimously to consider the Art Grants (internal) an accumulating fund. Currently, there is no cap on the total amount the fund may contain.

**Action:** The finance committee will consider the possibility of increasing the percentage of income allotted to Art Grants, and will discuss whether or not there should be an upper cap on funds allowed to accumulate or allowed to be spent at once.

**Action:** The Art Grants committee will decide in December whether judging for Spring and Fall will be done together or separately.

## **F. Community Outreach.**

### **F1. Review and evaluation of projects in the past year.**

Please see *B3. Community outreach funding via Art of Change income*

This type of large event could help fund other outside art projects that are not inherently, and should not have to be, fund raising. A recurring fund raising New Years Eve event in collaboration with Artomatic is a possibility.

### **F3. Development of guidelines for awarding grants.**

Now that we have seed money, we need to develop a formal, fair process for how to allocate it to projects. Grants for art projects and funding for events will come from the same account, but should probably have a different application and rubric for qualification. Some projects may exist that do not require money, but do need us to accept insurance risk, or lend our organization name or property. These projects need to follow the same application procedure. There might be a separate, simpler process for borrowing organization property.

The Black Rock Arts Foundation is a possible resource to consult.

*Brainstorming:*

- Some events will produce income, some will not

- Applications will probably be rolling, not a cycle
- Financial limits per event or year
- Public accessibility
- Outreach to others besides Burners
- Can't endorse political candidates or religions
- Stability vs. flakiness of candidate
- art focused
- plan for sharing/presenting a piece of artwork that isn't an event
- 10 principles, not just anything that's "a good cause"
- both new artists and established artists
- city campaigns
- ask other burner groups for help
- workshops
- public mural
- develop a connection to existing workshop space
- legality- street art
- PDF can get grants
- define geographic region- what is included in the Mid-Atlantic region
- be sure we know what our risk is, plan for failure

**Decision:** A Community Outreach committee, led by Ben, and initially consisting of board members, will be responsible for developing the application requirements and procedure for community outreach projects, and for reviewing projects once the process is established. Eventually, the committee will also include additional community members.

**Action:** The Community Outreach committee will meet to begin brainstorming the formal application process and requirements.

#### **F4. Community calendar.**

Bear has developed an interactive community calendar that PDF can embed on its website.

**Action:** Maya will send a link to the current draft of the calendar to the Nonprofit list for feedback.

## **G. Site strategy**

### **G1. Review of land purchase goals.**

- At least 40-50 acres of usable land (usable is defined as reasonably flat, cleared land that is suitable for camping, parking, and theme camps)
- Road access/site access- within 1 mile of paved roads
- Water access is not essential and needs careful consideration
- Social environment: distance from neighbors, local policies, codes, zoning, ordinances, socio-political environmental

- Weather
- Driving distance
- Access to services such as port-a-pots
- Fences or perimeter control

Playa Del Fuego is rapidly outgrowing its current home.

## **G2. Financial and strategic plan.**

Our financial condition for land purchase was to have one year's mortgage payment, a down payment, and one burn's reserve in the bank. We have almost reached this goal, even without raising ticket prices. We could be ready by June 2010 if we raise ticket prices. Additional fund raising is also a possibility.

Depending on the piece of land we buy, there are various tax breaks that may be available. (Magorn-more info please? I have “low property tax for PA's clean and green program , \$6,000 federal money for not farming a section”)

Playa Del Fuego's nine year track record as an organization and our current financial situation should enable us to get a mortgage. In addition to having our finances in order, Playa Del Fuego needs a formal business plan. Nonprofit business plan templates are available for us to work with.

**Decision:** Playa Del Fuego is preparing to purchase land within the next year.

**Action:** Andy and Magorn will collaborate on a formal business plan.

*Brainstorming:*

- farming/CSA
- permanent structures/storage for theme camps that pay “rent”
- future retreats will be on our land
- PDF becomes a place, not just a concept
- artists in residence, classes, studios
- Rely on community for labor to improve land
- rent the land to other events
- will need parking immediately
- we'll no longer have site rental fees

## **G3. Other solutions.**

We have eliminated the option of an interim location for Playa Del Fuego. Our next location will be our permanent home.

## **H. Planning committee issues**

### **H1. Ticket cap & prices.**

Ticket cap is a planning committee issue, but the board may want to consider what the maximum reasonable cap at the site would be.

Also see *B2. Ticket price* for discussion of ticket price proposals.

## **H2. Reserve ticket policy & procedure.**

**Decision:** Before ticket sales begin, all reserve tickets will be assigned to specific individuals, and must be purchased before tier 1 begins. Philosophically, it should be noted that positions receive reserve tickets, not individuals, but names must be assigned for clarity in the ticketing system. Positions eligible for reserve tickets: all board members, all coordinators, 5 additional rangers, 5 additional fire team/medical, 2 artists per art grants project.

**Decision:** The option to mail in ticket payments, and the two week payment period on ticket purchases will be eliminated for the Spring 2010 burn.

**Action:** Names for reserve tickets will be collected before ticket sales begin, and candidates will be given a time frame in which to purchase tickets before tier 1. Timing for this must be determined and added to the business calendar.

**Action:** Research non-Paypal online payment solutions.

## **Appendix A Director Roles & Committees**

### **Officers**

*President:* Dave Diller

*Treasurer:* Maya Cook

*Secretary:* Joanna Barnum

*Nominee Contact:* Leah Marcus

*Archivist:* Andy Wing

### **Planning Committee Liaisons**

*Planning Committee:* Jamie Love

*Burning Infrastructure (Fire Team & Pony):* Ed Rosen & Ron Vogelsang

*Non-Burning Infrastructure (DPW & Theme Camps):* Leah Marcus

*Digital Infrastructure (Tickets, Website, BBS, What Where When):* Maya Cook

*Volunteer:* Lauren Oviatt

*Rangers:* Dave Diller

*Greeters:* Ben Sarsgard

*Parking:* Joanna Barnum

*Sound Patrol:* Jamie Love

### **Board Committees**

*Art Grants:* Co-leads- Jamie Love & Andy Wing

*Finance & Land Search:* Finance Lead: Maya Cook; Land Search Lead: Mike Galleher; Committee: Dave Diller, Andy Wing

*Community Outreach:* Lead: Ben Sarsgard; Committee: Joanna Barnum, Dave Diller, Leah Marcus, Ed Rosen

*Communications & Public Relations:* Lead- Lauren Oviatt; Committee: Joanna Barnum

## **Appendix B**

### **Business Calendar Items**

Business calendar  
Burning Pony Express issues  
Planning Committee meetings  
Burns  
Ticket sales (including timing for reserve tickets, hardship tickets)  
Board meetings  
Committee meetings  
Board member nomination/selection process  
Art grants  
Community outreach grants

## **Appendix C**

### **Decisions and Action Items At a Glance**

*(Decisions are bolded and Action Items are underlined)*  
*Will be dividing this into two sections*

**New board member selection process:** The *Nominee Contact* will now be responsible for initiating the public comment period. He or she will also post photos and brief bios of the nominees on the PDF website proceeding the public comment period.

**New board member selection process:** Leah will draft a formal time line for the nomination and selection process, to be approved by the rest of the board, and will implement it this Spring. Maya will facilitate the installation of a comment form on the PDF website. *Deadline: Spring 2010 burn*

**Board retreat/meetings:** The annual retreat will be moved to the Winter “off” season between the Fall and Spring burns, with the date being selected after the addition of new board members. The Fall post-burn board meeting will take the format of a BBQ welcoming new members, with mandatory in-person attendance for all members. Review of board member responsibilities will take place at this meeting instead of at the retreat.

**Board retreat/meetings:** Fall “housekeeping” meeting/welcome BBQ and Retreat planning will begin at the close of the new board member selection process this Spring.

**Orientation packet for new board members:** Joanna and Leah will collaborate on the orientation packet. *Deadline: Conclusion of Spring 2010 nomination/selection process.*

**Inventory policy:** Coordinators must submit inventories to their department liaisons before their receipts may be reimbursed.

**Inventory policy:** Liaisons will communicate this policy to coordinators and implement it for the Spring 2010 planning cycle. They will share collected inventories with the Treasurer and the rest of the

board via Google Docs.

**Receipt policy:** Receipts from each burn may only be reimbursed during the same calendar year. At the end of the year, coordinators who have not submitted receipts will receive a thank you letter for their donation, which they can claim on their taxes. A one-time receipt amnesty for any outstanding receipts from any year will take place until December 31, 2009.

**Receipt policy:** Maya will publicize the new receipt policy as well as the receipt amnesty period on the BBS and community lists.

**Sales tax:** Magorn will work with Maya on submitting the appropriate forms for sales tax reimbursement in Maryland, and will help research the possibility of registering for exemption in other states that coordinators may make purchases in.

**Ticket price increase:** The board Finance Committee will write a proposal for an appropriate ticket price increase to submit to the Planning Committee.

**Art of Change income:** The board voted unanimously to allocate this money in its entirety to further community outreach. However, only this money and potential income from other community outreach projects, will be used for community outreach. No additional income from PDF ticket sales will be allocated to this account.

**Art of Change income:** Maya will create a separate PDF checking account for Community Outreach. Dave will announce information about the art of change income to the community as soon as possible, and the announcement will also be included in the Burning Pony Express.

**Finances:** The board finance committee, led by Maya, will meet at Andy's before the end of the year. They will review the organization's overall financial situation, and will make recommendations for ticket price increases, maximum allowance for event budgets, and percentages of income that should be allocated to different purposes.

**Charitable donations:** The board will determine a process and policy for accepting charitable donations.

**Charitable donations:** Lauren will propose a procedure for accepting donations to the Finance Committee.

**Successor in the event of dissolution:** The board voted unanimously to rescind the previous motion of the board that names Transformus as successor of Playa Del Fuego's assets.

**Successor in the event of dissolution:** The board will formally choose a new successor at a future meeting.

**Business calendar:** The board will write a business calendar for PDF. See *Appendix B: Business Calendar* for items that need to be taken into consideration.

**Business calendar:** *Who doing?*

**Archivist:** The position of *Archivist* is created. The Secretary will send documents to the archivist,

who will file and share them.

**Archivist:** Andy volunteers to be the Archivist. He will begin by researching possible solutions for our data storage and sharing needs.

**Press kit & FAQ:** Lauren and Joanna will obtain any work that Bink started on this, and will have a brainstorming session, after which they will present some preliminary content to the board via the Nonprofit list.

**BBS & online communication:** The BBS/forum will continue as the official PDF planning tool for another year, at which point the issue will be analyzed again.

**BBS & online communication:** Lauren will research the possibility of setting up an official PDF Twitter feed.

**Website:** Housekeeping work is needed, such as fixing broken links, revising old documents, and eliminating redundancies.

**Website/Burning Pony Express:** Lauren needs assistance getting the BPE posted on the website.

**Art Grants:** The board voted unanimously to consider the Art Grants (internal) an accumulating fund. Currently, there is no cap on the total amount the fund may contain.

**Art Grants:** The finance committee will consider the possibility of increasing the percentage of income allotted to Art Grants, and will discuss whether or not there should be an upper cap on funds allowed to accumulate or allowed to be spent at once.

**Art Grants:** The Art Grants committee will decide in December whether judging for Spring and Fall will be done together or separately.

**Community Outreach:** A Community Outreach committee, led by Ben, and initially consisting of board members, will be responsible for developing the application requirements and procedure for community outreach projects, and for reviewing projects once the process is established. Eventually, the committee will also include additional community members.

**Community Outreach:** The Community Outreach committee will meet to begin brainstorming the formal application process and requirements.

**Online community calendar:** Maya will send a link to the current draft of the calendar to the Nonprofit list for feedback.

**Land Purchase:** Playa Del Fuego is preparing to purchase land within the next year.

**Land Purchase/business plan:** Andy and Magorn will collaborate on a formal business plan.

**Reserve tickets:** Before ticket sales begin, all reserve tickets will be assigned to specific individuals, and must be purchased before tier 1 begins. Philosophically, it should be noted that positions receive reserve tickets, not individuals, but names must be assigned for clarity in the ticketing system. Positions eligible for reserve tickets: all board members, all coordinators, 5 additional rangers, 5

additional fire team/medical, 2 artists per art grants project.

**Reserve tickets:** Names for reserve tickets will be collected before ticket sales begin, and candidates will be given a time frame in which to purchase tickets before tier 1. Timing for this must be determined and added to the business calendar.

**Ticket sales:** The option to mail in ticket payments, and the two week payment period on ticket purchases will be eliminated for the Spring 2010 burn.

**Ticket sales:** Research non-Paypal online payment solutions.