

PDF Planning Committee Meeting Minutes

Date: Sunday, March 1, 2015 at 12 pm

Purpose of meeting: Continue planning for Spring 2015 burn

Proceedings summary: Vote on old business; discuss new and ongoing business; vote on budgets proposed last month; review newly proposed budgets; upcoming PC reminders; update on new regional requirements from BMorg

Roll call:

Owsla (leading meeting, co-PC Coord)
Karnak
Lil Bit
Toohey (Parking Asst. Coord)
Dove (BOD)
Blizzard (Sound Marshal/Coord)
O Man (Art Grants Co-Coord)
St. Greg (Art Grants Co-Coord)
Catherine
Nathan Hot Dog (Greeter Coord)
Diana Smiles

Meeting called to order at 12:13 pm

First Order of Business – Vote on old business

- 1) Sound Policy update – Submitted by Blizzard
 - Vote needed for Sound Policy update, submitted for discussion at our last PC meeting
 - Update essentially cleans up old policy, bringing it in line with current practices and removing “fluff text” that made the document confusing and overly long to read

Result: unanimous pass

Second Order of Business – New business discussions

- 1) Exodus expansion discussion – Submitted by Lil Bit, read by Owsla
 - At November's PC meeting the idea came up that Exodus (or Parking) should begin their duties on Sunday since by far most participants on Sundays are looking to leave the event, not arrive, and therefore the traditional handling of that traffic by Greeters (who are often under-volunteered on Sundays) is less sensible. Fritz agreed that Exodus could/should help out with the Sunday traffic issues since they're more Exodus-related than Greeter-related
 - Exodus will need more volunteers for this endeavor, and so Exodus should probably be listed now in the Departments section of the website (and maybe the GUD too) so it can gain some visibility in order to help facilitate recruiting volunteers.
 - Lil Bit is willing to do the write up (with Fritz's help/input) to submit to the PC for approval
 - Time slots for Sunday afternoon shifts should also be added to the Volunteer Schedules sign up page. (Exodus traditionally has not used that page because it didn't deal with general volunteers during the main event, but now this will be changing.)

Discussion:

Karnak – Expresses confusion over the change that was discussed in November, asks if a Greeter Coord is on the call

Owsla – Re-introduces the topic in more detail for those who don't remember the discussion from November (essentially same summary as above).

Lil Bit – Damien's original Afterburn report (from Fall 2014) suggested that Greeters close down completely on Sunday and have Exodus take over. At the November meeting, this was agreed to by Fritz (Exodus Coord), but this would require getting more Exodus volunteers, hence the proposal.

Owlsa – In general thinks this is a great idea and if Exodus is going to be taking over on Sunday and taking volunteers then of course it would be a good idea to have them added to the website volunteer list. Asks if anyone (Dove?) knows who/what determines which departments are listed on the PDF website.

Dove – Anything on the website if by request, so if PC decides it should be up there then it can go up fairly quickly. Also Nathan (Greeter Coord) is about to hop on the call so perhaps he can shed some light.

Nathan – Agrees that Greeters really don't have anything to do on Sunday other than packing up, so sounds like a great idea for Exodus to take over then.

Owsla – Asks Dove whether it's just a matter now of getting a website write up for Exodus submitted, and asks where that should be submitted.

Dove – It should go to the web team, and there's an email for the web team. It could also go to the communications team but the web team is really the proper place. Since this is event related the BOD doesn't need to be consulted at all.

Owsla – Asks Lil Bit to confirm that she'll take charge of that website write up (as she'd offered) and get it to the web team.

Lil Bit – For sure. She's already got an email out to Fritz (Exodus Coord) about it and will wait for his input before sending in the final write up.

Owsla – Also suggests that Lil Bit talk to Hatter directly about getting the volunteer slots put up for online signups for Exodus.

Dove – Suggest that Lil Bit actually send that to the whole web team given Hatter's new and busy family obligations. So just make sure the team is involved so it's not him being solely called upon.

2) Backfield lighting expansion – Submitted by Nathan Hot Dog (Greeter Coord)

- Suggests that the large lights typically provided on Friday instead be provided on Thursday as there's much traffic on Thursdays too
- Response from Smartie Martie (Gate Coord) on PONY to questions about budgeting from Owsla:
 - The large lights in the backfield are not part of PDF budget. The large construction light unit is provided by the Vets as a courtesy to the event.
 - Further response (from S.M.) talking about our options for getting more lighting units, however the question may simply be that of using the existing unit but just making sure it's available Thursday.

Discussion:

Nathan – Yes the idea is to just get those same lights set up Thursday since people do arrive Thursday and lights are helpful with safety and unloading, etc.

Owsla – Then it sounds like it's just an issue of having our BOD Vet liaison talk to the vets and see if they're willing to get that set up Thursday instead of Friday. Our Vet liaison is currently our BOD President, Dave Diller, so Nathan should probably contact him directly to ask him about that.

Dove – Suggests the email to Dave is CC'd to the whole BOD so all BOD members are informed and can help follow up on the issue if needed.

Third Order of Business – Voting on old budget proposals

1) Burning Arts – \$3,310 (No adjustments from last month)

Item	Recurring or Infrastructure Purchase?	Budgeted cost
Wood - 15 cords @ \$200/per	Recurring	\$3,000.00
Fuel (lamp and accelerant)	Recurring	\$150.00
Concrete blocks (burn barrel bases)	Infrastructure	\$100.00
Wood stakes	Infrastructure	\$50.00
Caution Tape	Recurring	\$10.00

Result: unanimous pass

2) Exodus – \$25 (No adjustments from last month)

Item	Recurring or Infrastructure Purchase?	Budgeted cost
16 D-cell batteries (for megaphones)	Recurring	\$15.00
Disposable gloves	Recurring	\$5.00
Clear trash bags	Recurring	\$5.00

Result: unanimous pass

3) Gate/Greeters – \$3,004 (No adjustments from last month)

Item	Recurring or Infrastructure Purchase?	Budgeted cost
1 Water Cooler Rental with Hot Water Feature	recurring	\$25.00
6 x 5 Gallons of water	recurring	\$36.00
Gas for Golf Cart	recurring	\$25.00
Golf cart + delivery fee	recurring	\$325.00
Hired Gate Crew	recurring	\$1,300.00
Ice	recurring	\$25.00
Office supplies (laminating, paper, ink, pens, string, binders, sharpie)	recurring	\$125.00
Snacks, Coffee, Tea, Hot Cocoa	recurring	\$125.00
Battries	recurring	25
Wristbands	recurring	\$280.00
Misc (trash bags,paper towels cleaning stuff)	recurring	\$50.00

wooden stakes	infrastructure	\$30.00
locksmith/back up keys for safe being made* (price might change)	infrastructure	\$50.00
Light fixtures x4 (1 for the front gate, 3 for the back gate)	infrastructure	\$50.00
150 watt light bulbs	infrastructure	\$30.00
Electrical cords back gate/front gate	infrastructure	\$100.00
electrical adapters	infrastructure	\$3.00
GU power adapter *(price might change)	infrastructure	\$50.00
Storgae totes x3; 2 for the back gate, 1 for front gate	infrastructure	\$50.00
Traffic cones	infrastructure	\$150.00
power strip x2	infrastructure	\$70.00
yellow, green, black spray paint	infrastructure	\$20.00
Tables x2, 1 for the front gate, 1 for the back gate,	infrastructure	\$60.00

Result: unanimous pass

4) MOOP – \$50 (No adjustments from last month)

Item	Recurring or Infrastructure Purchase?	Budgeted cost
hand sanitizer	recurring	\$20.00
disposable gloves	recurring	\$10.00
Fabric paint for tagging MOOP bags	infrastructure	\$20.00

Result: unanimous pass

5) Parking – \$1,361.80 *Budget adjusted from last month to reflect correct price of golf carts

Item	Recurring or Infrastructure Purchase?	Budgeted cost
Bandanas (Increased Count to 80 Units)	Recurring	\$350.00
Golf Cart Fuel	Recurring	\$40.00
Golf Cart (Primary) & Delivery Fee	Recurring	\$325.00
Golf Cart (Secondary pending approval)	Recurring	\$325.00
Printing Cost for Onsite Passes	Recurring	\$20.00
"C" Batteries (Wands)	Recurring	\$18.00

Red Pennant Flags (100' * 10)	Recurring	\$80.00
Water / Cooler	Recurring	\$36.00
Radio	Recurring	\$80.00
Centrex Plastics 27-Gallon Tote with Standard Snap Lid (Item #44066) X 2	Infrastructure	\$29.64
Centrex Plastics, LLC Commander 17-Gallon Tote with Hinged Lid (Item #290167)	Infrastructure	\$17.00
Rust-Oleum 15-oz Fluorescent Orange Flat Spray Paint (Item 416297) X2	Infrastructure	\$11.16
25-Pack 36-in Wood Landscape Stakes (Item 4008)	Infrastructure	\$30.00

Discussion:

Karnak – What was the word on why the bandanas are so expensive?

Owsla – The cost is higher than plain bulk order bandanas because they have custom printing.

Toohy – Talked to Chef Phil (Parking Coord) about this; this is a printer that we've used in the past, too.

Result: unanimous pass

6) Rangers – \$560 *Budget adjusted from last month to reflect correct price of golf carts

Item	Recurring or Infrastructure Purchase?	Budgeted cost
50 manuals	standard replenishment order	\$100.00
water, ice, snacks	standard replenishment order	\$75.00
office supplies	standard replenishment order	\$60.00
golf cart rental & delivery fee	recurring order	\$325.00

Result: unanimous pass

7) Sound – \$102 (No adjustments from last month)

Item	Recurring or Infrastructure Purchase?	Budgeted cost
Galaxy Audio CM130 Sound Level Meter	Infrastructure	\$65.00
Duracell Procell 9 Volt Batteries, 12 Pack	Recurring	\$17.00
Duracell Coppertop 40 AA Batteries	Recurring	\$20

Result: unanimous pass

8) Stage – \$730 (No adjustments from last month)

Item	Recurring or Infrastructure Purchase?	Budgeted cost
xlr cables & adaptors	infrastructure	\$150.00
plastic sheeting (in case of rain)	Recurring	\$30.00
moving truck	recurring	\$450.00
new folding table	infrastructure	\$50.00
2 new mic stands	infrastructure	\$50.00

Result: unanimous pass

9) Theme Camps – \$75 (No adjustments from last month)

Item	Recurring or Infrastructure Purchase?	Budgeted cost
Flagging/Markers for roads & camps	Recurring	\$75.00

Result: unanimous pass

10) Volunteer/Participation Station – \$975 *Budget adjusted from last month to reflect correct price of golf carts

Item	Recurring or Infrastructure Purchase?	Budgeted cost
Misc office supplies (tape, markers, posters, yarn)	Recurring	\$20
Snacks (gatorade, granola bars)	Recurring	\$30
Schedule paper	Recurring	\$10
Water (4 – 5 gallon jugs)	Recurring	\$20
Trash Bags	Recurring	\$10
New Bins	Infrastructure	\$50

Radio speaker for base radio	Infrastructure	\$100
Plastic lightbulbs	Infrastructure	\$50
Floodlamps on clips	Infrastructure	\$50
Power strips & extension cord for new lights	Infrastructure	\$50
Fans	Infrastructure	\$50
Raffle ticket printing (paper)	Recurring	\$10
Buttons (400) (Busy Beaver)	Recurring	\$200
Golf cart & delivery fee	Recurring	\$325

Result: unanimous pass

Fourth Order of Business – New budget proposals

1) Art Grants budget – \$50 – Submitted by St. Greg

Item	Recurring or Infrastructure Purchase?	Budgeted cost
Drinks (wine, juice), snacks (crackers, cheese, etc)	Recurring	\$50

This is a new budget. There is an art grant recipients reception that's been hosted for the past few years that we should start budgeting funds for, as the drinks and snacks are usually contributed out of the personal pockets of the coordinators (~\$50). It was suggested by Dave Diller (BOD President) that for the sake of transparency and consistency this should be done through the PC budgeting process.

Discussion:

Dove – A few things to consider: In the past other such reception events have been held and then stopped, she isn't sure if that was because of push back from the community. The BOD always does these little things out of their own pockets. Personally she thinks this is a great idea, but she just wanted to put that out there.

Owsla – Also thinks it's a great idea for PDF to pay for it and not just have the personal pockets of the coordinators tapped.

2) DPW – \$850 – Submitted by Yeti

Item	Recurring or Infrastructure Purchase?	Budgeted cost
Straw 70 Bales @ 5 each (if rain is in the forecast)	Recurring	\$350.00
Emergencies/Misc/Emergent needs	Recurring	\$500.00

Discussion:

St. Greg – What types of items are in the Emergencies/Misc/Emergent needs category?

Karnak – Emerging needs are usually found when DPW opens up the shed to see what’s actually there. E.g., sometimes hammers are needed and not there, so must be bought. Sometimes extra spikes are needed. Sometimes a piece of something is needed to get a tent raised... The procedure is generally to go buy the needed items and then document them with receipts in the Afterburn report. Also, DPW usually comes in under budget.

3) Fire Perimeter – \$220 – Submitted by Melly

Item	Recurring or Infrastructure Purchase?	Budgeted cost
10 reflective vests	Infrastructure	\$140.00
Light up items (blinky bracelets, etc.) to ID perimeter volunteers	Recurring	\$80.00

Discussion:

None.

4) Lamp Lighters – \$460 – Submitted by Starboy

Item	Recurring or Infrastructure Purchase?	Budgeted cost
Robes	Infrastructure	\$200.00
Lamp Oil/Kerosene	Recurring	\$60.00
Paper Towels (for lamp cleaning)	Recurring	\$10.00
Baby Wipes (for cleaning hands)	Recurring	\$5.00
Utility Lighters (2)	Infrastructure	\$5.00
Replacement Lamps (8)	Infrastructure	\$80.00
Candy Cane Rebar	Infrastructure	\$100.00

Notes: Original robes were destroyed by someone several burns ago (left out in rainstorm); Many lamps in disrepair, hoping to salvage some but would like to

buy some replacements also; About half the rebar was missing in Fall, resulting in fewer spires put up

Discussion:

Karnak – Did we throw out the previous year’s uniforms? He thinks we did, so getting new ones is probably justified. He’ll contact Starboy directly about it.

5) MASH – \$730 – Submitted by Fernando

Item	Recurring or Infrastructure Purchase?	Budgeted cost
Golf cart & delivery fee	Recurring	\$325.00
Extra gas	Recurring	\$20.00
Misc. medical supplies	Recurring	\$60.00
Ice (from Vets)	Recurring	\$35.00
2 x digital pulse oximeters	Infrastructure	\$40.00
2 x digital blood pressure monitors	Infrastructure	\$90.00
2 x responder vests	Infrastructure	\$160.00

Discussion:

None

6) WWW – \$2000 – Submitted by EmilyD, read out by Owsla

Item	Recurring or Infrastructure Purchase?	Budgeted cost
Laminates	Recurring	\$1,200.00
WWW prints	Recurring	\$800.00

Discussion:

None

Not submitted: Sanctuary

Fifth Order of Business – Planning committee reminders

1. Upcoming PC meeting schedule:

- Saturday April 11 – Vote on previously proposed budgets; vote on previously proposed business; wrap up final planning for Spring Burn
- May – No PC meeting in May, unless emergency

Discussion (came at end of meeting):

Dove – On April 11 a number of potential PC members (such as herself) will be at the BM GLC and will be out there doing that.

Owsla – Is that to say that there would be times of the day that would be better or worse to have the PC meeting?

Dove – No it's likely the people at the GLC just won't be able to make the meeting.

Toohy – Would it be advantageous for us to switch the day of our meeting?

Owsla – Doesn't want to do that at this point because the GLC conference is happening the whole weekend (so a simple switch of Saturday to Sunday won't help), and the weekend and date for the PC meeting has been set for a while and changing it now would risk having people who've planned on the April 11th date getting screwed up. Also, anyone going to the next PDF Town Hall (NYC, Sat. April 4) should plug our next PC meeting as well.

Sixth Order of Business (Unscheduled) – BMorg regional status requirements update from Dove

The BOD met and talked about this since the last PC meeting and decided that since there wasn't enough time to have a full discussion with the community and go over the contract that the BOD for this cycle would go ahead and be the ones that signed the use agreement for this burn. Also there's a lot of discussion online right now about the benefits of being an official BMOrg burn and are the benefits one sided, etc. So after the spring burn and the GLC the BOD will be working with the PC to determine who will be making the decisions about regional status and how we want to go about doing that, and whether we want to continue with that agreement past the spring burn.

Discussion:

Owsla – One of the things we'd asked you about last meeting was concerning deadlines and dates for turning things in, such as getting our safety plan

submitted and Afterburn reports (which will obviously be due after the burn). Is there a deadline for the safety plan and/or can you give us an updated report as to the status of that? In other words, if we're about to go ahead and sign on with this contract, are we actually going to be in compliance with it?

Dove – No deadlines have been given from BMOrg, but this would have to be done fairly soon. BOD has gone ahead (Damian in particular, former Greeter Coord) and used an existing safety plan (from another event) as our template, filling in our information. Fernando and Lizard are working together to create and submit a report for MASH and Fire together as well. So those do need to be finished before we can submit the request for the use agreement contract. Also we need the Fall 2014 Afterburn reports, and not all of those have come in yet.

Owsla – Can you give us a list of the departments that are missing Afterburn reports, or is that something you just want to handle yourselves (as BOD).

Dove – Damian has been the one handling that and has sent out various requests to the departments that are missing those reports. We are still waiting on a couple. She can have him reach out to them again.

Owsla – What determines which departments need an Afterburn report, and by extension what determines which department are official departments? There's a disparity between the departments that exist according to the PDF website vs. those listed in the volunteer sign ups vs. those listed in the PDF reserve ticket list, etc.

Dove – If a department gets reserve tickets, that's an official department. Ideally we'd have Afterburn reports from all departments. It doesn't have to be long or in depth, just an overview of how things went. It may only be a few lines long. But we should have Afterburn reports not only for BMOrg but also for our own institutional knowledge.

Meeting closed at 7:38 pm