

## PDF Planning Committee Meeting Minutes

**Date:** Saturday, April 11, 2015 at 12 pm

**Purpose of meeting:** Final planning for Spring 2015 burn

**Proceedings summary:** Vote on budgets proposed last month; discuss current needs for this coming burn; announcements; final burn reminders

---

### **Roll call:**

Owsla (leading meeting, PC co-Coord)

2E (Parking co-Coord)

Yeti (DPW Coord)

Arrgon

Smartie Martie (Gate Coord)

O-Man (Art Grants co-Coord)

Rev. Dave (Burning Arts co-Coord)

Diana Smiles

EmilyD (PC co-Coord)

Hot Dog (Greeter Coord)

St. Greg (Art Grants co-Coord)

**Meeting called to order at 12:06 pm**

### **First Order of Business – Vote on budgets**

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

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

***Result: unanimous pass***

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

***Result: unanimous pass***

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

***Result: unanimous pass***

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

***Result: unanimous pass***

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

**Result: unanimous pass**

6) WWW – \$2000 – Submitted by EmilyD

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

**Result: unanimous pass**

**Not submitted this cycle: Sanctuary**

**Discussion:**

**EmilyD** – Asked for clarification that Sanctuary did not submit a budget (confirmed by Owsla); then added that she'd heard that neither Zoe nor Barb (our two Sanctuary co-Coords) would be making this burn and so wasn't sure if Sanctuary would be happening.

**Owsla** – Had also heard similarly and confirmed that yes, Sanctuary may well not be happening this burn. Had heard that Zoe and Barb had been trying to find someone to step up to take over Sanctuary but it sounded like they had not been successful yet.

**EmilyD** – Requests that we just be sure this information gets into the minutes so it's published.

**Owsla** – Agrees.

**Smartie Martie** – Asks if we can put something up on the website to advertise that those Sanctuary coordinator positions are open, as well as on FB and BPE, etc., to try and find replacements.

**Owsla** – As far as she's personally aware Zoe and Barb have been so far trying to handle this "in house". Doesn't disagree that we should advertise at some point, but thus far has been waiting to get word directly from Zoe or Barb about this b/c at this point the status of things is not actually known and in general people were trying to give them some time to handle things themselves before we take that over. If the suggestion (from Smartie Martie) is that we make an announcement to hopefully get someone to step up right now to run Sanctuary, then that's something that could potentially be done but would need to be discussed further. Asks if that's what Smartie Martie meant.

**Smartie Martie** – More saying that if they aren't going to do it this burn, then something should be done to try and correct it (in the future).

**Owsla** – Makes the distinction that trying to find people to take over *this* burn is a different discussion than seeing if someone wants to take over the position next cycle. States that personally she does like Sanctuary and is glad that we have it, but also points out that we've run things in the past without it and it's not crucial to the burn this spring for us to have Sanctuary running.

**EmilyD** – Going forward let's put this in the minutes and she'll check the Volunteer schedule to see if we even have volunteers signed up yet. The trouble with just getting a new volunteer is that ideally we want someone who's been trained as there is a certain amount of skill involved with what Sanctuary does. If we do have such volunteers we can go ahead and see if someone is willing to take over coordinator duties. Otherwise it's likely better to have a burn without Sanctuary rather than a half-assed one.

**Owsla** – Adds that she has personally spoken to some of the experienced volunteers from Sanctuary (as has EmilyD) and in general what she's been hearing from them is that if they were to consider stepping up as coordinators they would want to be fully stepping into that role, not just filling in for the current Coords until they decide to return. Personally thinks that experienced volunteers will step up to run Sanctuary at subsequent burns, but the scramble to find experienced volunteers to step up for this burn sounds like it's been done already and people have possibly declined given the idea that it was just a sudden filling in job (i.e., it's not necessarily due to lack of interest overall).

## **Second Order of Business – Needs for upcoming burn**

- 1) Emergency vote: Reserve ticket addition for essential personnel
  - Exodus has taken on new responsibilities this cycle and is in need of a reserve ticket addition for the Assistant Exodus Coordinator
  - This reserve ticket is within the allowed amount for the department, but does need a vote from the PC council to be put into effect
  - The current Asst. Exodus Coord. has not been able to secure a PDF ticket, and the Exodus department will be significantly hampered without this person
  - We are calling for an emergency vote to authorize this reserve ticket for this cycle (Process: vote now to authorize/not authorize the emergency vote; if authorized then vote on the issue)
  - If passed this will affect only this cycle, and the reserve ticket addition will have to go through the usual discussion and voting process next cycle in order to become a permanent change

***Result: unanimous pass to do an emergency vote***

**Owsla** – Asks if anyone has any further questions about this reserve ticket vote before we proceed. No questions. The vote is called.

***Result: unanimous pass to allow reserve ticket for Exodus Asst. Coord this spring burn***

**Owsla** – Adds for anyone that's been following this discussion that all the other departments who had been potentially wanting emergency vote reserve tickets had been able to have their people find tickets elsewhere, so those needed people would still be at the burn though we didn't need to go to emergency voting for them.

- 2) Print coordinator for laminates and WWW – Possible need for someone to step up and take over part of this process
  - Person who usually handles getting laminates and WWW guides ordered and printed is not available to do so this cycle
  - 1K has stepped up to cover (most of? all of?) this job for this cycle, but may appreciate help and/or not wish to be in charge of this on a long term basis
  - If anyone is interested in the design of the laminates or implementation of getting the laminates and WWW made, they should get in touch with 1K and/or Claire Liston
  - Duties may include (but may not be strictly limited to):

- Coordinating the needed numbers of laminates per department with department coordinators
- Pulling the names of Rangers off the volunteer schedule so that the Ranger laminates would have printed names (and also printing blank ones); printing the BOD laminates with BOD member names as well
- Designing the laminates and creating compatible files of the designs for the printer
- Delivering the order to the printer (soon!) and being point person to receive invoice (and forwarding it to the BOD Treasurer)
- Coordinating with the pickup person to be sure the laminates and WWWs are picked up from the printer and taken to the burn

***No discussion.***

### 3) Work weekend

- Does DPW think this is a good idea for this burn? If so...
- Has this been talked about with the Vets?
- Has a weekend been chosen?
- Will DPW be coordinating the work weekend and putting out a call for any wanted assistance?

### **Discussion:**

**Yeti** – No work weekend is planned. For the past few burns the work needed has been done starting at Wednesday early arrival and that's been sufficient.

**EmilyD** – What about the shed inventory (of PDF-owned items)? That isn't something that necessarily needs to be done at or before this PDF and maybe should be scheduled over the summer or something, but it does keep getting talked about and does need to get done at some point.

**Yeti** – Would be hesitant to do it now without the other coordinators (who take responsibility for knowing the location and condition their department's items) present. So might be a good idea to do it when those coordinators can be there; from Yeti's discussions with the Vets they wouldn't be opposed to us scheduling a (non-event) day to do that. He can try to get coordinators to do their inventory at this burn while they're pulling their department's items out of the shed.

**Owsla** – It would be great if Yeti would see if the other coordinators are willing to do their inventory this cycle (on Wednesday as things are unloaded), but also asks Yeti if he would be able to keep a list of which coordinators have said they've successfully completed their inventory vs. those coordinators who don't have time or don't finish the job.

**Yeti** – Yes. Also adds that other people encouraging their coordinators to do this inventory would be appreciated; he'll do his part but more voices are better. Later Yeti also adds that he can take pictures of items during inventory, so we have a good visual record.

**2E** – Asks to clarify that we want the inventory done at the beginning of the burn?

**EmilyD** – PDF wants an inventory of everything we own, but really needs and inventory of anything that's a capital purchase (e.g., radios, tents, other big-cost items). We are encouraging it to happen Wednesday/Thursday instead of Monday because come Monday everyone's rushing to get off site, etc.

**Owsla** – So long as you (as a department head) can get everything inventoried and not miss something that may have already been taken out or set up, then it's really up to you to decide when you want to get it done. It doesn't even need to be done *at* this burn. There are some differences of opinion as to whether it's more convenient for a coordinator to do inventory on a non-event day sometime between burns (when they can dedicate the time to it exclusively) or whether it's more convenient to do it at the event itself (when they're already on-site anyways). So what we are trying to do is get people who can do it this burn and are willing/able to do it this burn to actually do it this burn, and then we can focus on the remaining departments who weren't able to do that afterwards.

**Diana Smiles** – Volunteers to get there early on Wednesday and do inventory (for Parking) in case Chef Phil or 2E (the Parking co-Coords) can't do so themselves.

### **Third Order of Business – Announcements**

- 1) Burning Man Regional status update – Submitted by Dove, read by Owsla
  - We do not have official regional status this year, due to a lack of completed safety plans
  - If that is completed and submitted ASAP the BOD can move forward with the process, but until the safety plans are completed neither our BOD nor any individual RC will move to make that request this cycle.

#### **Discussion:**

**Arrgon** – What are we actually missing for the safety plans? He spoke with Fernando (MASH Coord and one of the people drawing up safety plans) after the last PC meeting and was given the impression that at least his part of the safety plan was good to go, so what exactly is missed now?

**Owsla** – Doesn't know specifically; is essentially reading what was reported by Dove. Offers to talk to Dove about it and also help put Arrgon in touch with Dove about it.

- 2) Consent language rewrite
- Completed, including requested alterations after the proposed rewrite was posted to the P.O.N.Y.
  - Will be appearing in this burn's WWW

***No discussion.***

- 3) Moving forward with the land search and purchase
- STABL Team is forming now, lead by Ben S. & Dove
  - Responsible for all aspects of the land search process:
    - updating the criteria for required and desired land attributes
    - conducting zoning research
    - investigating funding options
    - etc.
  - Will meet monthly; will publish monthly e-newsletter to keep the community at large updated on our progress
  - Requires long-term commitment and dedication; if interested email STABL@playadelfuego.org to subscribe to the planning discussion list

***No discussion.***

- 4) TRDL discussion now up and active on the P.O.N.Y.
- By Fall 2015, the Board will empower a team of TRDLs (Trusted Rotating Department Liaisons) to oversee the production of events under the umbrella of Playa del Fuego, Inc.

***No discussion.***



- 5) Unscheduled announcement by Yeti about the straw purchase discussion
  - Person who is buying the straw for PDF is being given our order (or told of lack of order) no less than 1 week out from the event
    - Based on predictions of mud burn or no mud burn, etc.

**Discussion:**

**Owsla** – Poses question to Yeti about DPW's opinion on whether camps should be allowed to bring (i.e., leave behind) their own straw in case of a mud burn or whether it would be considered MOOP. The Vets have allowed for a certain amount of straw to be distributed and left to decompose, so would extra from individual camps be okay as well or be outside of that allowance?

**Yeti** – As of right now DPW doesn't expect camps who want to bring their own straw to be a problem (in terms of leaving too much behind and creating MOOP, etc.), so that isn't something we are trying to restrict. The amount that's left behind is expected to be fine. We'll see what happens but we don't expect it to be a problem.

**Fourth Order of Business – Final cycle reminders**

- 1) Upcoming PC meeting schedule; check for conflicts:
  - May – No PC meeting in May, unless emergency
  - June – Sunday June 14; After-burn PC meeting
  - July – Saturday July 11
  
- 2) New proposals start again with next cycle
  - Ideas put up recently which were tabled until next cycle will be on the PC meeting agenda at the first meeting for which new proposals and business are being discussed, however they will still need to be presented by someone backing the proposal
  
- 3) Call for any last announcements or bits?
  - **HotDog** – Update about getting the big lights in the back parking lot set up Thursday instead of Friday (as was talked about last meeting)
    - He spoke to Dave Diller (BOD Pres) who spoke to Pineapple (our Vet liason), and the feedback is that it won't be a problem to put up those lights but Pineapple just needs to remember to put it on his list of things to do
  
  - **EmilyD** – Reminder that reserve ticket purchases end on Tuesday the 21<sup>st</sup>. *No exceptions!*

- **Yeti** – About the safety plans, there's a 101 safety course run online by FEMA that some other burns have found useful for some of their coordinators and volunteers to go through. It may be something we want to check out.

**Meeting closed at 12:47 pm**