

PDF Planning Committee Meeting Agenda

Date: Saturday, July 11, 2015 at 12 pm

Purpose of meeting: Continue normal planning for Fall 2015 burn; spread word of coordinator/department vacancies

Agenda summary: Review coordinator changes, review after burn reports, vote on reserve expansions, review proposed new reserve expansions, review proposed budgets, hear new proposals, announcements and planning cycle reminders

First Order of Business – Coordinator changes and vacancies

- 1) Thank you to our outgoing coordinators
 - Liz Kramer is stepping down as Lamplighter co-coord.
 - Hatter is stepping down as Purchasing coord.
- 2) Welcome new coordinators
 - Lamplighter co-coordinator, Violet (Starboy is remaining on as other co-coord)
 - Purchasing coordinator, Jim (Hatter is staying on as asst. coord.)
 - Exodus assistant coordinator, Lil' Bit
- 2) Sanctuary is still vacant!
 - Anyone interested in stepping up to take over Sanctuary may contact myself as PC Coord.

Second Order of Business – New After Burn reports; posted on PONY for review

- 1) Received from Purchasing
- 2) Still need reports from Fire Conclave, Fire Safety Team, Pony Wrangler

Third Order of Business – Votes on reserve ticket expansion proposals from last meeting

- 1) Purchasing Department is requesting one additional reserve ticket (would bring Purchasing to 2 out of the 3 standard reserves allocation). This reserve would be for an asst/co-coordinator position to be added for backup, support and transitioning.
- 2) Sound is requesting two additional reserve tickets (would bring Sound to 3 out of the 3 standard reserves allocation). These reserves would be for newly created assistant coordinator positions.
- 3) WWW is requesting two additional reserve tickets (would bring WWW to 3 out of the 3 standard reserves allocation). These reserves would be for the assistant coordinators, in charge of issues like printing and layout, etc.

Fourth Order of Business – More additional reserve ticket requests

- 1) Exodus is requesting one additional reserve ticket (would bring Exodus to 2 out of the 3 standard reserves allocation). This reserve would be for an assistant coordinator (currently Lil' Bit).
- 2) Fire Perimeter is requesting one additional reserve ticket (would bring Fire Perimeter to 2 out of the 3 standard reserves allocation). This reserve ticket would be for our co-coordinator (currently they are 1K and Smelly Melly).
- 3) No more reserves available this cycle. Departments wishing to expand their reserves may still submit those requests this cycle, but they will go into effect next year. (This is because reserve ticket sales must close in early September for insurance purposes.)

Fifth Order of Business – Budget proposals

1) Burning Arts – \$3,812.02 – Submitted by Reverend Dave

Item	Recurring	Infrastructure	Overall
TOTALS	\$3,551.40	\$260.62	\$3,812.02
18 cords of wood @ \$192.30/cord	\$3,461.40		
Fuel	\$50.00		
Flares	\$20.00		
(2) Puxing radios + extended batteries		\$200.00	
Mcleod Tool (fire rake)		\$60.62	
Flagging tape	\$20.00		

2) Exodus – \$30 – Submitted by Lil' Bit

Item	Recurring	Infrastructure	Overall
TOTALS	\$30.00	\$0.00	\$30.00
16 D-cell batteries (for megaphones)	\$15.00		
Disposable Gloves	\$10.00		
Clear Trash bags	\$5.00		

3) Gate/Greeters – \$2,706* – Submitted by Smartie Martie

(*represents only Front Gate/Ticketing, not Back Gate/Greeters? Also does not account for possible charges for shipping, taxes, and laminates?)

Item	Recurring	Infrastructure	Overall
TOTALS	\$2,371.00	\$335.00	\$2,706.00
Office supplies (laminating, paper, ink, pens, string, binders, sharpie)	\$125.00		
6 x 5 Gallons of water	\$36.00		
Gas for Golf Cart	\$25.00		
Golf cart + delivery fee	\$325.00		
Hired Gate Crew	\$1,300.00		
Ice	\$25.00		
Snacks, Coffee, Tea, Hot Cocoa	\$125.00		
Battries	\$30.00		
Wristbands	\$280.00		
Misc (trash bags,paper towels cleaning stuff)	\$20.00		

wooden stakes		\$40.00	
locksmith/back up keys for safe being made* (price might change)		\$50.00	
1 Water Cooler Rental with Hot Water Feature	\$25.00		
USB multi charger		\$30.00	
Flagging Tape	\$20.00		
Staple gun with staples		\$30.00	
Traffic Cones (8)		\$170.00	
spray paint yellow	\$15.00		
Light Bulbs 150 watt	\$20.00		
small bins		\$15.00	

4) Fire Perimeter – \$339.45 – Submitted by 1K

Item	Recurring	Infrastructure	Overall
TOTALS	\$152.00	\$187.45	\$339.45
Flagging tape to mark circle	\$75.00		
Coordinator vest with pocket for radio		\$50.50	
Reflective Safety Vest - 7 M-XL		\$87.15	
Reflective Safety Vest - 4 2X-4X		\$49.80	
Laminates - 28	\$42.00		
Perimeter Buttons (gifts for volunteers)	\$35.00		

5) Lamplighters – \$220 – Submitted by Starboy

Item	Recurring	Infrastructure	Overall
TOTALS	\$15.00	\$205.00	\$220.00
Rebar		\$20.00	
Robes		\$50.00	
Replacement Lamps		\$110.00	
Lamp Oil	\$15.00		
Utility Lighters		\$25.00	

6) Parking – \$1,745.36 – Submitted by 2E

Item	Recurring	Infrastructure	Overall
TOTALS	\$1,286.00	\$459.36	\$1,745.36
Bandanas (Increased Count to 80 Units)	\$370.00		
Golf Carts & delivery fee (for 2 carts)	\$650.00		
Golf Carts Fuel (for 2 carts)	\$40.00		
Printing Cost for Onsite Passes	\$20.00		
D Batteries (rechargable) 8 Pack - (Wands and Flashlights); x 3	\$90.00		
Rechargable Battery Charger (Fox Nova - F08 8 Slot Charger)		\$40.00	
Red Pennant Flags (100'); x 10	\$80.00		
Water / Cooler	\$36.00		
Traffic Wands		\$42.00	
Sledge Kobalt 2.5-lb. Forged Steel Sledge Hammer with 14-in Fiberglass Handle		\$33.96	
Fiberglass Stakes (by Hi-Viz) 30 in pack \$1.89each (5/16"×4') orange & wht; x 3		\$113.40	
Rain Poncho (1cs=200ct); x 2		\$130.00	
Radio w/ Shoulder Mic* (pre-approved last fall, was not purchased in time - please purchase this budget)		\$100.00	

*Includes item approved last fall but never purchased.

7) Rangers – \$1,190 – Submitted by Mythic

Item	Recurring	Infrastructure	Overall
TOTALS	\$570.00	\$620.00	\$1,190.00
Printing costs:			
manuals (50 count)	\$100.00		
consent posters (60 count)	\$10.00		
water, ice, snacks	\$75.00		
office supplies, zip ties, tape, pens, etc.	\$60.00		
golf cart rental and gas	\$325.00		
Uniforms*		\$600.00	
Tarps (4@ \$5.00 each)		\$20.00	

*Our complete inventory of Ranger t-shirts and hats was destroyed between Fall 2014 and Spring 2015 by rodents nesting in the shed/storage boxes

7) Sound – \$31 – Submitted by Blizzard

Item	Recurring	Infrastructure	Overall
TOTALS	\$0.00	\$31.00	\$31.00
1 PX-777 Belt Clip		\$11.00	
Aweek 2-pack MSC-20B Walkie Pouches		\$14.00	
1 Can Flourscent Yellow Spray Paint		\$6.00	

8) Stage – \$450 – Submitted by MmmBobby

Item	Recurring	Infrastructure	Overall
TOTALS	\$400.00	\$50.00	\$450.00
Moving van & fuel	\$400.00		
Table		\$50.00	

*Still need budgets from Art Grants, DPW, MASH, MOOP, Theme Camps, Volunteer, and WWW. (And no budget for Sanctuary, but also no coordinators.)

Sixth Order of Business – New business and proposals

- 1) Proposal to increase ticket price by \$15; Submitted by Jill on PONY
 - **Please review** the active discussion on PONY about this issue prior to PC meeting discussion:
<http://playadelfuego.org/pony/viewtopic.php?f=5&t=3905>

- 2) Proposal to open up early entry to theme camps; Submitted by Dove
 - **Please review** the active discussion on PONY about this issue prior to PC meeting discussion:
<http://playadelfuego.org/pony/viewtopic.php?f=5&t=3897>

- 3) Proposal to put additional information on wrist bands, particularly for minors; Submitted by Dove
 - **Please review** the active discussion on PONY about this issue prior to PC meeting discussion:
<http://playadelfuego.org/pony/viewtopic.php?f=5&t=3903>

4) Proposal to give (some) reserve tickets to BMOrg RCs, other event producers and leaders/coordinators; Submitted by Dove

- **Please review** the active discussion on PONY about this issue prior to PC meeting discussion:
<http://playadelfuego.org/pony/viewtopic.php?f=5&t=3898>

5) Proposal to grant early entry to artists; Submitted by Dove

- **Please review** the active discussion on PONY about this issue prior to PC meeting discussion:
<http://playadelfuego.org/pony/viewtopic.php?f=5&t=3896>

6) Proposal to rewrite code of conduct in GUD and waivers; Submitted by Dove

- **Please review** the discussion on PONY:
<http://playadelfuego.org/pony/viewtopic.php?f=5&t=3900>
- This has been deemed to be a BOD issue
- Mentioned here just to keep folks aware, and to solicit any volunteers who might want to help with that idea.

7) Proposal to clarify procedures for what to do in cases of sexual assault; Submitted by Dove

- **Please review** the discussion on PONY:
<http://playadelfuego.org/pony/viewtopic.php?f=5&t=3902>
- This has been deemed to be a BOD issue
- Mentioned here just to keep folks aware, and to solicit any volunteers who might want to help with that idea.

8) Proposal to expand/update the FAQs; Submitted by Dove

- Can review the proposal on PONY:
<http://playadelfuego.org/pony/viewtopic.php?f=5&t=3901>
- This has been deemed to be a BOD/communications issue
- Mentioned here just to keep folks aware, and to solicit any volunteers who might want to help!

9) Proposal to create procedure of information sharing of department policies and procedures; Submitted by Dove

- Can review the proposal on PONY:
<http://playadelfuego.org/pony/viewtopic.php?f=5&t=3899>

10) Request came in to add 3 Lamplighter volunteer Early Entry spots. They have 1 ton of steel to distribute throughout the field and 40 pieces of rebar to get into the ground to get this project up safely, and more volunteers available for set up will take the primary burden off the coordinators.

**Note from PC Coord – I'm not sure if this is a PC issue, or if early entry issues are simply handled by the Gate*

Seventh Order of Business – Announcements and reminders

1) Ticket sale dates

- Round 1 - Sunday, July 12 at Noon
- Round 2 - Wednesday, August 5 at 9pm
- Reserves Open - Saturday, August 15
- Reserves Close - Tuesday, September 8

2) We will check in with Princess Giggles after Sun Burn and get an update on her progress talking with our Theme Camp, Rangers, and DPW coords about the idea of moving Participation Station

3) From here on out, “Fire Team” will refer to the team also known as the “Fire Safety Team”, who are the people responsible for Fire Safety. (You see them in fire gear, helping to manage the burns.) An older usage of the term which is now outdated referred to a team of people that built up and tore down burn pads, which we don’t use anymore.

4) Upcoming PC meeting schedule:

- August – Sunday August 9
- September – Saturday September 19th