

PDF Planning Committee Meeting Minutes

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

Meeting called to order at 12:06 pm

Roll call:

Owsla (leading meeting, PC coord)
Hot Dog (Greeter/Gate co-coord)
Karnak
Smartie Martie (Gate/Greeter co-coord)
Mythic
2E (Parking co-coord)
St. Greg (Art Grants co-coord)
Diana Smiles
Jim (Purchasing coord)
Rev. Dave (Burning Arts co-coord)
Lil' Bit (Exodus asst. coord)
Nyk Giove (Gate/Greeter asst. coord)

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.

Vote:

Passed by unanimous consent.

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.

Vote:

Passed by unanimous consent.

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.

Vote:

Passed by unanimous consent.

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).

Discussion:

None.

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).

Discussion:

None.

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		

Discussion:

Diana Smiles – Didn't we go through 17 cords of wood last fall, and we were out of it by Saturday afternoon? Will 18 cords be enough?

2E – I think part of the problem was that we couldn't get additional wood. Could we set aside an additional 2 cords for emergency?

Hot Dog – Was definitely doing a log wrangling spree in fall because we ran out of wood for the effigy burn.

Owsla – The way it was put down on the PONY was for 15 cords with 3 reserve cords. Do we want to put this back to the PONY to see if we want to get more?

Rev Dave – Part of the reason we went through so much wood in the fall is because people were being stupid with it. Some people were using firewood to build a walkway to get through some mud; there were burn barrels with firewood piled out the tops. PDF is not going to provide unlimited firewood for everyone who wants firewood. That is ridiculous.

Owsla – In terms of firewood running out for the effigy itself, do we want to consider new strategies for keeping people from stealing wood that’s supposed to be reserved for the effigy?

Rev Dave – In the spring we told artists to snag wood ahead of time. Also in the spring we had some wood delivered to a secret stash and then used that for the burning arts. We will probably do the same in the fall.

Lil’ Bit – Is there something we can do to limit participants use of wood on Sunday night? The ash dump is increasingly getting out of hand with half burnt things and still hot and glowing ashes. Maybe that could also help with the wood situation.

Owsla – That is not a bad idea but let’s table that for the next meeting as it’s a separate issue to discuss. Would you (Lil’ Bit) be able to write that down as agenda issue for next meeting?

Lil’ Bit – Sure!

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		

Discussion:

None.

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	

Discussion:

Owsla – To Hot Dog: Are you planning to add a separate budget for back gate/greeters, or does this budget here account for everything?

Hot Dog – I was planning to do it for next meeting if that’s in time for fall.

Owsla – It is in time for fall to get approval for purchasing though there will be limited time to do so. But the reason I’m asking is that Gate/Greeters is one department but you guys keep acting like separate departments in terms of budgets and such things. Usually departments have their budgets come in as one list; we can certainly accept budget additions next month since there’s time for approval, but you guys should really have your budget compiled in a single list.

Hot Dog – I hear you.

Owsla – So the first half of the Gate/Greeter budget here looks pretty standard. Smartie Martie is there anything you want to highlight or point out on this budget?

Smartie Martie – A few comments on some items.

No more discussion.

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		

Discussion:

None.

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	

Discussion:

None.

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 (rechargeable) 8 Pack - (Wands and Flashlights); x 3	\$90.00		
Rechargeable 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"x4') orange & wht; x 3		\$113.40	
Rain Poncho (1cs=200ct); x 2		\$130.00	
Radio w/ Shoulder Mic* (pre-approved last fall, was not		\$100.00	

purchased in time - please purchase this budget)			
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*Includes item approved last fall but never purchased.

Discussion:

Owsla – Question about the bandanas: They seem to be a lot of money to spend for a volunteer gift.

2E – Chef’s got a local printer and they’re good quality bandanas. We didn’t increase cost from last time.

Owsla – I know it didn’t increase cost, but my impression from the spring was that the purchase was going to fill our needs for a while. For example when Rangers buy their tshirts that lasts for several burn cycles, so I was under the impression at spring time that those bandanas would last for a while. Because \$370 every cycle seems a little expensive.

2E – We went through 80 bandanas. 9 times out of 10 we have 4-6 people out in the back lot (per shift) so... 80’s roughly the standard number. We can probably look around and see if we can find them cheaper somewhere but I don’t know if we can. I know Chef looked around to find them cheaper for a while. We can go from there.

Smartie Martie – How many bandanas are we getting in total? It says “increased” to 80, so is that the total number or is that 80 more than we got last time?

2E – Yes the total number is 80 that we’re ordering.

Smartie Martie – That’s \$4.62 per bandana, per piece of swag. That seems like a lot. I thought PDF was getting more bandanas than that. I can come up with something crafty and much cheaper for that. You could get bandanas in bulk for \$0.50-\$1.00, and then some paint to personalize them... I don’t understand why it costs so much, \$4.62, for something that overall in total should only maybe cost about \$100.

2E – I think Chef was going through this guy because he’s local and we can look around to see if we can find it cheaper somewhere.

Owsla – Ok next up, 2E can you say a little bit about your experience having 2 golf carts in the spring? That’s something that’s still a bit contentious for some people and I’d like to know if you feel that it’s actually really necessary to have 2 golf carts or if you can get by with one.

2E – When the weather’s bad everyone looks to us to get their stuff in, and they were invaluable. We had 3 carts running people in at one point.

Owsla – But this spring (when you first had 2 carts for Parking), we didn’t have bad weather. So at that point aren’t we just talking about people who don’t want to carry their stuff in?

2E – Well that’s true but I personally think it’s invaluable for when we do have bad weather.

Diana Smiles – Thursday night this spring we didn’t have drive on, it was all carry in and the carts were invaluable.

2E – Yeah Thursday was a disaster and we were calling for all carts just to get people in. So they were used.

Smartie Martie – The golf carts were also very useful for when we had to go around to theme camps and get RVs to RV parking, etc. It was much quicker for us to get up to the front, which eased front gate congestion because we could process those folks quicker.

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

Discussion:

Mythic – We will no longer be storing our t-shirts on site, so there will not be a repetition of the mouse problem.

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	

Discussion:

None.

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	

Discussion:

None.

*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

Owsla – A number of these proposals are already active discussions on the PONY; we can still discuss them today, but if you haven't been following the PONY discussions you may want to pull those up quickly and take a look.

1) Proposal to increase ticket price by \$15; Submitted by Jill on PONY, read by Owsla

Recap of PONY discussion:

There is some support and a bunch of objection to this proposal. Some reasons for support and for the proposal are that this is more money we could bank towards buying land, and that would make the land purchase easier and come faster. Some of the objections to it include that we've already increased ticket prices by \$15 for the purposes of buying land, which is why we have a large bank account full of money to buy land with, and there hasn't been any communication from the BOD nor specifically our Treasurer to say that this is needed or that this is something that is a stalling point for us right now in terms of looking for land.

Discussion:

2E – I don't think raising ticket prices \$15 is necessary. Personally I think we have more than enough money in the account to do what we need to do in terms of finding land, and I think our ticket prices are pretty fair. We don't want to be so expensive that we limit some members of the community from coming to PDF. I'm totally against raising the ticket price at this time until new evidence comes forward saying that we should. I think raising the ticket price right now is completely unproductive.

Owsla – In general I would agree with you especially since we haven't heard anything from anyone who's in charge of money or land buying to say that we don't have enough money. As far as I know the BOD seems to be pretty confident about our ability to buy land. Perhaps we can get someone from the BOD to comment on that in the next month.

Smartie Martie – Is there a BOD member on the call?

Owsla – No I don't believe so. At least not when roll was taken.

2) Proposal to open up early entry to theme camps; Submitted by Dove, read by Owsla

Recap of PONY discussion:

Most of the responses seemed to object to this proposal based on early entry of theme camps interfering with the needed order of operations to get things set up. There did not to be a great deal of support for this idea in the PONY discussion,

and since Dove is not on the call unless someone here on the call would like to champion this idea I would suggest that we table it and move on.

Discussion:

Karnak – Is anyone here from Theme Camps?

Owsla – I don't believe so, no.

Karnak – Then as a personally appointed member, I think it's a bad idea for anyone to come in early before the Theme Camp team sets up the borders of who is supposed to go where. It's going to make border disputes and spill into anarchy.

Owsla – Sure and that was one of the objections that was raised on the PONY about this. There are certain things that need to be done in a particular order, and top among them is that land must be marked out for use before people can start putting their stuff down.

3) Proposal to put additional information on wrist bands, particularly for minors;

Submitted by Dove, read by Owsla

Recap of PONY discussion:

A lot of people were in agreement that minors should have information in terms of where they're camped and who their responsible adults are. Also people were thinking about parents having information on their wristbands, in case for example a parent had to be transported off-site then we could know immediately that there was a minor somewhere who may need to be found too. There were a lot of issues that were brought up as suggestions that Gate then informed us were already in practice, such as a log being kept at Gate that linked minors to guardians and camps, etc. So this is a proposal that isn't in a coherent form at the moment but a lot of people had ideas about how to make things move more smoothly.

Discussion:

Hot Dog – One way to do it would be a secondary wrist band that parents/guardians and minors wear with numbers matching between the pairs.

Mythic – Rangers often get called when there are missing people and I agree it would be great to have a system to match minors and guardians up, and currently it seems Smartie Martie has a system for that up at the Gate. The problem is that there is a lot of ground to cover to match those two people up, and not everyone will be at their camp, etc. I'm not saying we shouldn't do this, but in terms of actually getting people found and in the right place I just want to point out that wristband info may not immediately do the trick every time.

Smartie Martie – We can't do everything and there are limits to what we should do. Some people have suggested taking pictures of the parents and the children so that we have photos of them; I see the merit in it but personally I think it's a bit much.

Nyk – About the minors, we implemented something in another event I worked where each wristband would be numbered and we'd take down that information.

And additionally each minor would be photographed with their guardian so we'd have something to reference if we had to look for people.

Owsla – To Smartie Martie: Doesn't the Gate already keep a registry of where minors are camped and who they're with?

Smartie Martie – Yes and also we separate out those waivers so there's only a small alphabetized pile of maybe 15-20 waivers (for minors/parents) to go through instead of the full stack.

Owsla – Okay well at the moment this isn't a formal, coherent proposal, but it is an active discussion on the PONY and there are a lot of good ideas being floated around that could turn into one.

Lil' Bit – To Smartie Martie's point about putting numbers on wristbands and such, I think that's a great idea. My concern is that some people on the thread were suggesting a lot of additional steps to put information on wristbands and during peak times at ticketing that might get very tedious.

Owsla – Even just for minors?

Lil' Bit – Well we've had very long lines and people almost out in the street so we don't want to slow down the process. People were suggesting writing all sorts of information down on wristbands... I don't even remember what.

Owsla – I think the information being suggested to be on wristbands included where the person is camped, possibly who the minor's responsible adult is, and possibly a corresponding number to their responsible adult. I agree if it was everyone doing this it would be a huge time sink, but we have so few minors relative to the rest of the population, does anyone have an educated impression of whether that would actually slow things down?

Smartie Martie – We only had about 20-25 minors.

Owsla – Again at this point we don't have a coherent proposal but rather a bunch of suggestions for Gate and Ticketing. We can continue this discussion on the PONY if someone wants to turn this into a policy proposal.

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

Recap of PONY discussion:

Idea is to do this so we can have cross-pollination of ideas so that we can learn from one another, and that we can encourage other leaders to come to our burn by offering reserve tickets. There are a lot of dissenting views here. Some really think this would foster communication. Let's open it up for discussion.

Discussion:

2E – Concerned that this would simply foster elitism among the regional leadership, and I don't think that's what the community needs. If these other burn leaders want to come to our burn, there's already enough cross-talk between different coords between the burns and different BOD people where they can find a ticket. Having reserve tickets is a little much. If I wanted to invite the Parking

coord of Transformus to PDF, I can find that ticket. I don't think we need reserves for this.

Nyk – I want to echo 2E's point of view because I am a cross-pollinator and I've worked at least 4 burns this year, and I never have an issue getting a ticket. So I feel like if they actually wanted to go it's completely unnecessary to set aside a special ticket for them.

Owsla – In general I also agree with both of you guys. Additionally our current reserve policy is based on the foundation that reserve tickets are for people who are necessary to have the burn run properly, and this goes against this idea. Additionally, a number of our departments already have reserve tickets set aside for needed volunteers, so if a coord from another burn is coming to PDF under the idea that they'll be closely working with that department, we already have some departments with such reserves to allocate.

2E – The only other thing is that a policy like this could be abused. You scratch my back and I'll scratch yours... This is building a good ol' boy network in the regional realm and I don't think that's what we need to do.

Mythic – I actually really agree with 2E; it's setting the foundation for a group of people who'll be passing tickets amongst themselves at our burns.

Smartie Martie – Up at the Gate we do receive gift tickets, so even at the event there's tickets for people. If they really want to be there, they'll get a ticket.

5) Proposal to grant early entry to artists; Submitted by Dove, read by Owsla
Recap of PONY discussion:

This basically got the same response on the PONY as did the early entry for Theme Camps proposal. Does anyone have anything to add that's specific to artists? This is another one since Dove isn't here that I'm inclined to just table and move on unless someone here really wants to champion the idea for discussion now.

Discussion:

2E – I just got a message from Dove; she wants to apologize for missing the meeting and she'd like to have her proposals tabled (for now).

Owsla – Okay if that's her request! The proposals that we haven't talked about yet from Dove are the early entry for artists, also (as noted below) a proposal to add/rewrite a code of conduct in the GUD and on waivers, and also to clarify what to do in cases of sexual assault, and to review and expand the FAQs, and one to create a procedure of information sharing between departments. Now, in terms of the code of conduct rewrite, the sexual assault procedures, and the expansion/updating of the FAQs, all three of those things in terms of how the discussions on the PONY have gone so far are things that people seem to agree are more BOD issues and less PC issues since they have to do with things like liability and communication issues. So those three proposals were on the docket for mentioning today so that people knew they'd been brought up, but they are basically getting kicked over to the BOD.

St. Greg – Just wanted to throw in about early entry for artists, for my part I have not seen many requests from artists for this. If we got any we'd probably look at them on a case by case basis and possibly recommend them for early entry.

Smartie Martie – Artists have always been able to come early and we do have an early entry policy for them that's already in effect, so I don't know why this is coming up.

St. Greg – Maybe it's because artists don't know they can come in early? I'll check out the discussion on the PONY.

Owsla – Okay well, let's kick all these back to the PONY since they've been tabled and continue discussion there! (Includes this issue plus #6-9, below)

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

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

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

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

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.

Owsla – After speaking to Smartie Martie, this isn't an issue that needs to go through the PC; Gate can handle it.

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

Final Discussion:

Owsla – Get budgets in and/or encourage department coords who still need to turn in their budgets!

Jim – In terms of Purchasing we've emailed back and forth a bit about creating a centralized list for Amazon purchasing that could be used; we will get that up and running to talk about at the August meeting.

2E – In terms of the Parking budget I'll talk to Chef and see what he wants to do; are we going to have to resubmit the whole Parking budget or can we do the bandanas separately? I don't want them to hold up the rest of the budget.

Owsla – Yeah we can line item those.

Meeting closed at 1:10 pm