

PDF Planning Committee Meeting Agenda

Date: Sunday, March 13, 2016 at 12 pm

Purpose of meeting: Continue planning for Spring 2016 burn

Agenda summary: Coordinator searches; review submitted After Burn reports; budget proposal reviews; budget voting; planning cycle reminders

First Order of Business – Coordinator/lead volunteer searches

- 1) Art Grants
 - Art Grants department is still looking for a new co-coordinator to take over for O Man
- 2) Gate
 - Looking for a coordinator to train to replace Smartie Martie, as well as an assistant coordinator
- 3) MOOP
 - Jen Finkle is stepping down; may not be present at spring burn
- 4) Sanctuary
 - Jen Dublin is looking for a co-coordinator
- 5) WWW
 - Looking for a new designer coordinator to replace Ms. Fidget; this WWW will be her last
- 6) Volunteer/Participation Station
 - Princess Giggles cannot make this spring burn (and possibly not fall) and is looking for lead volunteers to do the onsite running of P.S.
- 7) Stage
 - MmmBobby is looking for people for possible assistant coordinator positions
- 8) Fire conclave update
 - I raised the question last call as to who our Fire Conclave coordinator was: Skully has taken over Fire Conclave as of a few burns ago.

9) – Pony Wrangler change

- Pony Wrangling has been absorbed into Burning Arts, so we should decide what to do with the Pony Wrangler reserve ticket: either eliminate it, or see if the Burning Arts coordinators would really need it and if so shift it over.

Second Order of Business – After Burn reports

1) Stage – Submitted by MmmBobby

- This fall burn stage activities ran smoothly for the most part with a few small scheduling issues on my behalf that will be corrected in the future.
- Damage report
 - One piece of equipment was not functioning properly upon arrival (harbinger powered stage monitor) donated by the previous coordinator would not power up and I have not had any luck with cost effective repairs. However for the new year I would like to budget for two new powered main speakers and would allow me to use the current "wedge" type speakers that we own for their intended purpose (as stage monitors). Also on the list for purchase requests is:
 - 1 spl meter for sound level confirmation (For stage not sound patrol.)
 - 1-2 radios for stage coordinators (to communicate with rangers if necessary)
 - The new purchases will be requisitioned at the next PC meeting and hopefully won't be an issue since stage hasn't spent a dime in 3 burns
- Now for the big part
 - Assistance! As some of you may know I ran my self ragged Thursday-Sunday being the only person working the stage. I would like to reach out and try to get more involvement from the community on the operations side of the stage. This meaning that there would be a volunteer sign up not only to perform but have 2-3 slots for stagehands (one for each day) added to the stage sign up page. These spots will be harder to fill so if you know anyone interested in helping run the stage please have them contact me via email.
- I know there's other things I wanted to bring up but I feel this re-format for stage operations is going to make the experience less stressful for everyone

**Still missing reports from Fire Conclave*

Third Order of Business – Budget proposals

1) Art Grants budget – \$100 – Submitted by St. Greg

Item	Recurring	Infrastructure	Overall
TOTALS	\$100.00	\$0.00	\$100.00
Drinks (champagne, wine, juice), snacks (cheese, crackers, cupcakes, brownies), napkins, plates, cups	\$100		

2) DPW – \$675 – Submitted by Yeti

Item	Recurring	Infrastructure	Overall
TOTALS	\$675.00	\$0.00	\$675.00
25 bales of straw	\$175.00		
emergent on-site needs	\$500.00		

3) Exodus – \$25 – submitted by Fritz

Item	Recurring	Infrastructure	Overall
TOTALS	\$25.00	\$0.00	\$25.00
clear trash bags 500ct. (Costco)	\$8.00		
D-cell battery for 2 megaphones	\$9.00		
disp. gloves, hand santzr.	\$8.00		

4) Fire Perimeter – \$345 – Submitted by Thudd/Ranger Pirate

Item	Recurring	Infrastructure	Overall
TOTALS	\$105.00	\$240.00	\$345.00
traffic barrels		\$240.00	
light up necklaces/bracelets	\$40.00		
custom bandanas	\$50.00		
flashlights	\$15.00		

5) Lamp Lighters – \$330 – Submitted by Starboy

Item	Recurring	Infrastructure	Overall
TOTALS	\$120.00	\$210.00	\$330.00
Replacement Rebar		\$100.00	
Paper Towels	\$10.00		
Baby Wipes	\$10.00		
Lamp Fuel	\$100.00		
Replacement Lamps		\$100.00	
Dedicated Flashlights		\$10.00	

6) MASH – \$2,550 – Submitted by Fernando

Item	Recurring	Infrastructure	Overall
TOTALS	\$550.00	\$2,000.00	\$2,550.00
Golf cart	\$325.00		
Golf cart extra fuel	\$25.00		
Misc. medical and hydration supplies	\$200.00		
AED*		\$2,000.00	

7) MOOP – \$50 – submitted by Jen Finkle

Item	Recurring	Infrastructure	Overall
TOTALS	\$50.00	\$0.00	\$50.00
hand sanitizer	\$25.00		
disposable and/or work gloves	\$25.00		

8) Rangers – \$2,025 – submitted by Mythic

Item	Recurring	Infrastructure	Overall
TOTALS	\$600.00	\$1,425.00	\$2,025.00
I. Burn items			
50 Ranger field guilds	\$100.00		
consent posters	\$15.00		
water, ice snacks	\$75.00		
office supplies	\$60.00		
golf cart rental and delivery	\$325.00		
extra gas for golf cart	\$25.00		
II. Uniforms*		\$700.00	
III. Infrastructure			
New structure**		\$650.00	
lighting***		\$75.00	

9) Sanctuary – \$240 – submitted by Jen Dublin

Item	Recurring	Infrastructure	Overall
TOTALS	\$50.00	\$190.00	\$240.00
Wood for Sanctuary Sign		\$35.00	
Spotlights for Sancuary Sign		\$35.00	
Waterproofing for Sign		\$10.00	
Portable Heater		\$90.00	
Propane for Heater	\$20.00		
Lighting		\$50.00	
Blankets		\$40.00	
Snacks/Water	\$30.00		

9) Sound – \$242 – submitted by Blizzard

Item	Recurring	Infrastructure	Overall
TOTALS	\$0.00	\$242.00	\$242.00
Puxing-777 2-way radio x2		\$118.00	
Lock Box		\$48.00	
Lock		\$20.00	
Log Book		\$16.00	
Shoulder Remotes for Puxing		\$40.00	

10) Stage – \$2,905 – submitted by MmmBobby

Item	Recurring	Infrastructure	Overall
TOTALS	\$0.00	\$2,905.00	\$2,905.00
(2) JBL PRX-735 3way speakers (replacement infrastructure)		\$2,500.00	(post tax, for speakers)
2 New microphones		\$175.00	
2 new microphone stands		\$55.00	
4 new xlr cables		\$175.00	

11) Theme Camps – \$75 – submitted by Katia

Item	Recurring	Infrastructure	Overall
TOTALS	\$75.00	\$0.00	\$75.00
Flagging Tape	\$40.00		
Bamboo Skewers	\$10.00		
Lamination	\$25.00		

12) Volunteer/Participation Station – \$1,588 – submitted by Princess Giggles

Item	Recurring	Infrastructure	Total
TOTALS	\$895.00	\$693.00	\$1,588.00
Misc. office supplies (Binders, markers, paper, organizers, etc.)	\$125.00		
Misc (trash bags,paper towels cleaning stuff)	\$20.00		
Snacks, Coffee, Tea, Hot Cocoa	\$75.00		
Schedule paper	\$15.00		
Raffle tickets	\$25.00		
Buttons (400-500 count)	\$200		
Bullhorns	\$40.00		
Sched.Boards		\$50.00	
Raffle Boxes		\$60.00	
Signage		\$30.00	
Printing Service		\$50.00	
Mesh SideWalls		\$70.00	
1 Water Cooler Rental with Hot Water Feature	\$25.00		
Water (4 – 5 gallon jugs)	\$20.00		
Golf Cart Rental & Delivery Fee	\$325.00		
Golf Cart Gas	\$25.00		
Hitchbot		\$40.00	
Water Resistant Notebook		\$43.00	
Materials for Virgin Lotus Build/Burn		\$350.00	

13) WWW – \$1,270 – submitted by Erica & Whiplash

Item	Recurring	Infrastructure	Overall
TOTALS	\$1,270.00	\$0.00	\$1,270.00
Printing for WWW	\$555.00		
Printing for Laminates 650ct. @ \$1.10 each	\$715.00		

Fourth Order of Business – Budget voting

1) Parking – \$1523.20 – Submitted by 2E – no changes

Item	Recurring	Infrastructure	Overall
TOTALS	\$926.00	\$597.20	\$1,523.20
Golf Carts (2)	\$650.00		
Golf Cart Fuel	\$40.00		
Bandanas (possible subject to change)	\$200.00		
Water/Cooler	\$36.00		
Radio w/ Shoulder Mic (pre-approved last budget, need to meet with Lizard for purchase)		\$100.00	
HyViz TriBand 3/8" / 4ft - 12pk (2)		\$100.00	
HyViz Reflective Spike 12" 8pk (2)		20	
CONTICO 26.8-in W x 34.25-in H x 15.4-in D Plastic Freestanding Garage Cabinet		\$59.00	
Gatehouse 3-1/2-in Zinc-Plated Fixed Staple Safety Hasp		\$2.72	
Master Lock 2.5-in W Steel Regular Shackle Keyed/Combination Padlock		\$7.98	
100 Spring Parking Permits (.63 each) - Yellow (Sequentially Numbered / Custom)**see note		\$63.00	
100 Fall Parking Permits (.63 each) - Orange (Sequentially Numbered / Custom)**see note		\$63.00	
100 Theme Camp Parking Permits (.63) - Pink (Sequentially Numbered / Custom)**see note		\$63.00	
50 ToughTag™ Standard Rearview Mirror Hang Tag - Red, Sequentially Numbered - 5"x3"		\$64.50	
Pyle PMP59IR 50 Watts Professional Rechargeable Lithium Battery Megaphone		\$54.00	

2) Gate/Greeters – \$3438.35 – Submitted by Smartie Martie – no changes

Item	Recurring	Infrastructure	Overall
TOTALS	\$2,908.00	\$530.35	\$3,438.35
1 Water Cooler Rental with Hot Water Feature	\$25.00		
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	\$36.00		
Wristbands	\$280.00		
Misc (trash bags,paper towels cleaning stuff)	\$80.00		
Battries	\$40.00		
Storage Tootes large total 6		\$73.84	
Office Supplies, printing materials	\$200.00		
supplies to make 100 pendants w/ball chain necklace (1.62 per necklace)	\$162.00		
Storage tootes medium total 4		\$31.00	
Storage totes small total 12		\$25.00	
Greeters Bandannas 80	\$200.00		
Stanley LED Rechargeable Spotlight (Back Gate)		\$44.51	
Citronella candles 8 & incense sticks 100 x2	\$40.00		
50 ft rope light (replacement for broken set)		\$47.00	
rainbow string	\$8.00		
Snacks, Coffee, Hot Coco, Tea, Creamer (Amazon order)	\$187.00		
duck tape, green, yellow	\$15.00		
pvc tubing	\$10.00		
canopy weight bags total 12 (6 for front gate, 6 for back gate)		\$65.00	
sand 6 bags (to fill weighted canopy bags)		\$50.00	
Banners X 2 (36" by 72") Welcome to Playa del Fuego (One for front gate and one for back gate)		\$102.00	
Greeters Banner (36" by 60)		46	
Ticketing Banner (36" by 60")		46	

3) Burning Arts – \$3200 – Submitted by Rev. Dave – no changes

Item	Recurring	Infrastructure	Overall
TOTALS	\$3,160.00	\$40.00	\$3,200.00
Wood - 15 cords @ \$200/per	\$3,000.00		
Fuel	\$150.00		
MacLeod Tool		\$40.00	
Safety tape	\$10.00		

Fifth Order of Business – Announcements and reminders

1) Ticket sales!

- Round 2 - Wednesday, March 16
- Reserves open - Sunday, March 27
- Reserves close - Tuesday, April 26 (4 weeks before PDF)

2) Hardship Tickets

- Round 2: March 9th

3) Art Grants & Pony Builder

- March 14th - Grant recipients announced

4) Theme Camp Placement, Sound Camps, Art Placement

- Applications Open: Wednesday March 16th
- Deadline: Wednesday May 4th (3 weeks prior to burn)

5) On Site Parking

- Applications Open: Wednesday March 16th
- Deadline: Wednesday May 18th (1 week prior to burn)

6) What Where When (Printed Submissions)

- Open: Wednesday March 16th
- Deadline: Wednesday April 27th (4 weeks prior to burn)

7) Volunteer Schedule

- Open: Wednesday March 16th
- Deadline: Sunday May 22nd (The Sunday prior to burn)

8) Upcoming PC meeting schedule

- April 9 (Sat) – final votes and planning for spring burn
- May – no meeting unless emergency