PDF Planning Committee Meeting Minutes

Date: Saturday, April 9, 2016 at 12 pm

Purpose of meeting: Final planning for Spring 2016 burn

Agenda summary: Coordinator changes and searches; review submitted After Burn reports; final discussions; budget voting; planning cycle reminders

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Meeting called to order at 12:05 pm

Roll call:
Owsla (leading meeting, PC coord)
Jim (Purchasing coord)
Thudd/Ranger Pirate (Fire Perimeter coord)
Mythic (off-site Ranger coord)
Blizzard (Sound co-coord)
Diana Smiles (Participation Station asst. coord)
Karnak
Yeti (DPW coord)

First Order of Business – Coordinator/lead volunteer searches and changes

1) Please welcome our new assistant coordinators:
   - Virgin Andy, assisting with Sanctuary
   - Diana Smiles, assisting with Participation Station

2) Ongoing searches
   - Art Grants department
     - Looking for a new co-coordinator to take over for O Man
   - Drum Conclave
     - Looking for someone to assist or possibly take over for Moose, though he may have someone in mind already
   - Gate
     - Looking for a coordinator to train to replace Smartie Martie, as well as an assistant coordinator

- MOOP
    - Jen Finkle is stepping down; may not be present at spring burn

- Stage
    - MmmBobby may still be looking for people for possible assistant coordinator positions

- WWW
    - Looking for a new designer coordinator to replace Ms. Fidget; this WWW will be her last

Second Order of Business – After Burn reports

1) Fire Conclave – Submitted by Skully
    - The Good:
        - Meeting at the pavilion around 3 PM is still good only when it's in the WWW. Keeping spinners and safeties separate is still working.

    - The Bad:
        - Having one person run conclave is a challenge but! I can find someone to be my co-conclave Coord. and help me out :)

    - The Ugly:
        - I had issues in the fall with spinners and safeties trying to switch out in performing. So I had Pirate and one other perimeter gentlemen help me get the spinners under control to start the conclave in an orderly fashion.

    - Planned improvement:
        - I'm keeping a stock of fire blankets for safeties since not every spinner can find or lend one to a safety so I'll keep that budget under control so I can also keep tabs on them if they go missing or need to be replaced.

**We now have ALL After Burn reports in! Good job, team!*

Third Order of Business – Final discussions

1) Pony Builder
   - Was supposed to be announced on March 14 (as per what was posted on our website); as of yet I have not seen any such announcement.
   - Does anyone know to whom the Pony Builder grant was awarded or if it has been announced somewhere? And if not does anyone know why it has not yet been announced?

Discussion:
Owsla – Heard from Karnak last night; he knows who the Pony builder is and so that all seems in line and a go. I would like to see an announcement go out but that's up to the Pony Wrangler.

Karnak – Yeah I think Devin got tied up with that whole getting married thing…

Owsla – Mmm indeed!

Fourth Order of Business – Budget voting

Discussion:
Owsla – For anyone who downloaded an agenda, the agenda was redone and reposted twice yesterday because of first one and then a second, late night update from our Purchasing coord about the pricing of golf carts, which affected some of our budgets. Most current information that I have now is that the golf carts are again about the same price (~$325, which includes the delivery fee) but they are the same golf carts, they are not the rugged ones that we've gotten in the past so we are going to have to be much more careful with them this year and going forward. So any coordinator who gets golf carts you can see how these little ones work this burn and if they're still useful and worth renting to you, but do please be aware that they are gonna be little golf carts not rugged golf carts that you're used to. Our Purchasing coordinator has made it very clear that these are our only option for golf carts now. Having said that let me throw it over to the Purchasing coord. Jim, anything to add?

Jim – No I mean we can try to dig deeper next year but I think the challenge was, well I'm suspicious that our previous golf cart vendor was not happy with what happened upon delivery last burn and just pulled out. So they graciously gave us the name of this other company which is what also Jillnado uses, and it's really our only option for anyone who would deliver that far out in the middle of nowhere. So we could go farther out, but we'll get larger delivery fees. So we just have to be very careful to treat this vendor well. He thinks he's just doing a competitive bid and doesn't know that he is our only option. The golf carts are

supposed to be not as durable but they're going to put mud tires on the back so we just have to see what happens this burn and then we'll reassess what to do before the next one.

Diana Smiles – Is the other [vendor] that we were using going out of business, or no longer doing golf carts or…?

Jim – If you read the After Burn report from Purchasing from last year you'll see the whole detail of what happened. The son delivered stuff, there was a snafu, there was an incident where he rode a cart to fast and some words were exchanged. Their website says that they still rent carts but they told us that they no longer rent carts. So is it, they no longer rent carts to *us*? We'll see what happens, maybe I'm able to go back to them next year and plea and say look this is our situation and let's try it one more time. But for *this* burn they are not willing to rent to us.

Diana Smiles – If it's a situation that they're no longer renting to *us* that's very different than no longer willing to rent at all.

Jim – I'll try to find out; the website did indicate that they were still renting but they indicated they were not renting carts anymore which meant… possibly just to us.

Diana Smiles – The thing that followed in my mind is that if they're no longer renting at *all*, are those golf carts for sale?

Jim – But then the question is where to store them between burns and how to maintain them, because they do have maintenance issues. It's an interesting idea but I don't know. I'll dig into that a little deeper and make a call at some point.

Owsla – Okay let's move into budget voting. I'm going to try to call for all of these votes by unanimous consent, so when I call for the votes please stay silent unless you object.

1) Art Grants budget – $100 – Submitted by St. Greg – no changes

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

Result: unanimous pass

2) DPW – $675 – Submitted by Yeti – no changes

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

[No discussion, vote is called]
Result: unanimous pass

3) Exodus – $25 – submitted by Fritz – no changes

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		

[No discussion, vote is called]
Result: unanimous pass

4) Fire Perimeter – $345 – Submitted by Thudd/Ranger Pirate – no changes

Item	Recurring	Infrastructure	Overall
TOTALS	**$105.00**	**$240.00**	**$345.00**
traffic barrels (6)		$240.00	
light up necklaces/bracelets	$40.00		
custom bandanas (20)	$50.00		
flashlights	$15.00		

Discussion:
Owsla – I don't believe there have been any changes since last month but Thudd was going to be talking to Alfred about the bandana pricing, so was there any update on that or were you all just waiting to see what price finally comes in?

Thudd – Yeah at this point we're just waiting to see what comes back.

[No further discussion; vote is called]
Result: unanimous pass

Discussion:
Owsla – Let's pause just a second, someone just joined the call. Yeti is that you?

Yeti – Yes.

Owsla – Okay we just passed your budget a minute ago. We are in the middle of budget voting and next up is Lamp Lighters…

5) Lamp Lighters – $330 – Submitted by Starboy – no changes

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	

Discussion:
Owsla – No changes to the budget but I did talk to Starboy about the replacement lamps and rebar, so if anyone has any questions about that – what they're expecting the lifespan of these replacement items to be – you can go ahead and ask. Any questions or discussion?

[No further discussion; vote is called]
Result: unanimous pass

6) MASH – $2,550 – Submitted by Fernando – no changes

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	

[No discussion, vote is called]
Result: unanimous pass

7) MOOP – $50 – submitted by Jen Finkle – no changes

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

[No discussion, vote is called]
Result: unanimous pass

8) Rangers – $2,025 – submitted by Mythic – no changes

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	

[No discussion, vote is called]
Result: unanimous pass

9) Sanctuary – $310 – submitted by Jen Dublin – **increase in reported total of $70 due to clerical error; line items unchanged*

Item	Recurring	Infrastructure	Overall
TOTALS	**$50.00**	**$260.00**	**$310.00**
Wood for Sanctuary Sign		$35.00	
Spotlights for Sanctuary 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		

[No discussion, vote is called]
Result: unanimous pass

10) Sound – $242 – submitted by Blizzard – no changes

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

[No discussion, vote is called]
Result: unanimous pass

11) Stage – $2,905 – submitted by MmmBobby – no changes

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	

[No discussion, vote is called]
Result: unanimous pass

12) Theme Camps – $75 – submitted by Katherine/Katia – no changes

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

[No discussion, vote is called]
Result: unanimous pass

13) Volunteer/Participation Station – $1,888 – by Princess Giggles – no changes

Item	Recurring	Infrastructure	Total
TOTALS	**$895.00**	**$993.00**	**$1,888.00**
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	
Shade structure		$650.00	

[No discussion, vote is called]
Result: unanimous pass

14) WWW – $1,270 – submitted by Erica & Whiplash – no changes

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		

[No discussion, vote is called]
Result: unanimous pass

Fifth Order of Business – Announcements and reminders

1) Ticket sales!
- Reserves close - Tuesday, April 26 (4 weeks before PDF)

Owsla – Reminder that the closing date for reserves is a hard date; do not expect reserves to re-open for you or anyone in your department.

2) Application deadlines:
- What Where When (Printed Submissions)
  - Deadline: Wednesday April 27th (4 weeks prior to burn)
- Theme Camp Placement, Sound Camps, Art Placement
  - Deadline: Wednesday May 4th (3 weeks prior to burn)
- On Site Parking
  - Deadline: Wednesday May 18th (1 week prior to burn)
- Volunteer Schedule (online)
  - Deadline: Sunday May 22nd (the Sunday prior to burn)

3) Upcoming PC meeting schedule
- May – no meeting unless emergency

Final Discussion:

Mythic – Question for Jim, we are purchasing a structure for Rangers and I just wanted to know if there was a process for those bulky items that he prefers that we follow.

Jim – Was it Participation Station or Rangers that lost their tent last burn?

Mythic – Well both of us did because we shared the structure, but this year we're each purchasing a separate structure because Participation Station and Ranger HQ are no longer going to be together.

Jim – How big are these boxes? I can't imagine the boxes are bigger than… 4' by… I mean they're not gi-normous right?

Mythic – Umm... Well the structure is like 30 x 18.

Jim – But the box itself since it's going to be new should be relatively well-packed since UPS/FedEx can carry them. I'll post something to the coordinators list but if you have things shipped to my offices at *[omitted]* in Arlington, VA. But I gotta have them the week before PDF and I will make sure they're up there Wednesday afternoon. That doesn't include *everything* but I'm agreeing to do the structures since I'm part of DPW and we want to make sure we get the structures up. I will also be getting credit card payment information sometime very soon here to take some of the load of paying Patty and Dave. I don't have it as of now but I'm working with the main Pony burn and others to make sure we're doing purchases a little easier this year for the first time in a number of years. Just kinda go with the flow a little but I should have that in place by next week. But yes we can arrange to make the purchase of it, and have it shipped to my offices in Arlington.

Mythic – Fantastic, thank you, Jim.

Meeting closed at 12:27 pm