

## PDF Planning Committee Meeting Agenda

**Date: Sunday, June 12, 2016 at 12 pm**

**Purpose of meeting: Review of Spring 2016 burn (After Burn reports), and discussions from the AB reports relevant to looking forward to fall cycle planning (\*Note: new proposals are being held for next month's meeting due to the expected duration of the existing AB agenda items and discussions; one proposal has been put forth and there is ongoing discussion on the PONY)**

**Agenda summary: Coordinator changes and searches; review submitted After Burn reports; ticket sales dates and planning cycle reminders**

**Call-in information: 1-712-432-3100, code is 833217**

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

1) Pony Wrangler:

- I have heard (but not directly from Devin yet) that our old Pony Wrangler is stepping down, and Jillnado (who has worked with this before) has offered to step up into that role again for this coming burn.
- Anyone else who is really interested in doing this job should speak up now, otherwise let's all welcome Jill!

2) Stage

- MmmBobby is stepping down and old-asst. coord Scott Frias has stepped up. Please all welcome Scott!
- Scott is looking for people for the assistant coordinator and lead positions.

3) WWW

- Has found a new designer coordinator to replace Ms. Fidget! Please welcome Carmen Bee!

4) Art Grants:

- Looking for a new co-coordinator to take over for O Man.
- Any updates?

5) Burning Arts

- Looking for someone(s) to join the coordinator team!

6) Drum Conclave

- Looking for someone to assist or possibly take over for Moose.

- Any updates?
- 7) Gate
  - Looking for a coordinator to train to replace Smartie Martie, as well as an assistant coordinator.
  - Any updates?
- 8) MOOP
  - Looking for a coordinator to replace Jen Finkle.
  - Any updates?
- 9) Sanctuary:
  - Is looking for multiple people to work at the assistant and/or co-coordinator level.

## **Second Order of Business – After Burn reports**

- 1) Burning Arts – Submitted by Reverend Dave
  - The Good:
    - We had a lovely pony, we had some really cool art, and everything burned. We had a wedding proposal by the burning pony, and a wedding by the embers after the Pony fell. As far as I know, there were no reports of art-burn-related injuries, so much yay.
  - The Bad:
    - We ended up having to burn everything except the pony in one big fire on Sunday, because the logistics of trying to get all the little stuff to burn separately were daunting. Apologies to any of our artists whose piece didn't burn they way they had hoped. Also, yay for a mostly-dry PDF, boo for Sunday evening rain.
  - The Ugly:
    - People trying to burn stuff that we don't burn, like couches - I think a couple cushions went before Devin intercepted the folks responsible, apologies to MASH camp who probably got a face full of burning cushion smoke - and some weird chipboard-and-lumber bench thing that got randomly abandoned in center camp.
  - Gold star to Jill Nado for handling the wood deliveries. Gold star to MASH (and especially Fernando) for dealing with a crazy workload this burn. Gold star to Epic for starting movement on a workshop for folks interested in burning art. Gold star to Thudd for doing the heavy lifting with regard to people-wrangling to support a very special moment for Epic and his young lady.

- Side note: While I'm planning on sticking around as the Burning Art coordinator, and Devin is planning to come up from Florida for at least the fall, we are interested in bringing in new blood (because having a couple burns to spin up is infinitely better than trying to hit the ground running). Experience in burning art helpful, but the big part of the job is just doing the paperwork, trying to make sure the artists know what's going on, and remembering that the survival of the event (and all its participants) is a central concern.

## 2) DPW (side report) – Submitted by Jill Nado

- We could use more hand carts, perhaps as many as six. The two old ones are looking pretty beaten up and have been around for some time. They have served us well, but we could use more, especially with as many carry in/carry out burns we've had in recent years.
- We could use a couple of push brooms for DPW use and for general shower use. I've had to borrow brooms repeatedly from the Vets to clean up the stage, the pavilion and what not. Borrowing from the Vets just seems so un-cool, and I don't have room in my car to carry one in.
- Concerns from PONY discussion:
  - Owsla: Brooms are likely not a problem in terms of storage, but from what I saw I doubt we could get more hand carts in the shed (at least not in that quantity).
  - Jill Nado: If we get plastic ones, we should be able to tarp them and leave them outside the shed. Or we can ask the Vets for a little room in their barn. Shouldn't be too much trouble, I think.

## 2) Exodus/MOOP/DPW/Burning Arts? (side report) – Submitted by Owsla

- Somehow word was put out for participants to leave their unburnt firewood caches at their camps. I heard some people say that in the past that's what was done and the Vets would move all the wood, but that's news to me and I've always thought the policy was for both individual camps and theme camps to return unused wood back to the main pile.
- Whatever the history, the result was that this time the Vets told us that they would charge us for each pile they had to move, so this created a lot more work for the people doing tear down because we had to go around and pick up all of the leftover little piles and return them to the main stack to avoid a host of charges. (Note: one large pile was left on purpose due to the amount of work it would take and the dwindling number of

- volunteers still working, but all the smaller ones that were seen were put back; it is possible some were accidentally missed)
- Proposed solution: Assuming that LNT should include policing your own unused wood (do we have general agreement here?), I'm hoping to make some signs for fall (and beyond) to that effect.
- 3) Fire perimeter (side report) – Submitted by Reverend Dave
- We had abundant volunteers for Saturday's burn (even if two of them got a bit distracted toward the end), and enough to cover Sunday's burn. We didn't get cones this round due to budgeting confusion, but they may show up for fall.
- 4) Fire safety team (side report) – Submitted by Reverend Dave
- We had firefighters (plural) for burns on Saturday and Sunday. Mission accomplished.
- 5) Lamplighters – Submitted by Starboy
- What went well:
    - My co-coordinator, Violet, our team of volunteers, and I were able to get the laborious job of putting up the spires done by late afternoon Thursday. We put up a total of 18 spires this Burn.
    - We were able once again to light the “street” cutting through the lower field for the first time in the last several Burns.
    - We had ample volunteers for the lamplighter processions. We also had ample volunteers to take down the lamps each morning.
    - We now have a surplus of rebar and lamps, which will mean (presumably) we will not have to order further replacements for Fall 2016.
    - We came in well under budget.
    - Tear-down was completed well before the exodus (see below for more details).
  - What could go better:
    - I neglected to buy the dedicated flashlights for which we had budgeted. I'll resubmit this line item for Fall and make sure to get

this purchase accomplished.

- One apparently-functional spire went unused as it was sitting outside the shed, unnoticed until it was too late. Hopefully we can use it for fall, upping our total to 19 spires.
  - We still have a great many lamps in a state of disrepair. I was able to diagnose the problem with several, making them potentially usable once again. However, it remains a longer-term goal to identify those lamps that are not salvageable so that I may dispose of them to make more room in the shed.
  - We could use more shepherd's hooks, and a long-term goal remains to figure a way to repair those few spires with only one hook (the other having broken off).
  - After consulting the weather forecast on Sunday, Violet and I made the difficult decision to cancel the Sunday procession and tear down the spires early. The decision was not made lightly, but our opinion was that the setup and staging of the lamps would be difficult in the rain, and the procession treacherous for our volunteers. We also felt that putting away our (fairly) new robes wet would almost certainly lead to mildew, leaving them ruined. Having seen the conditions during and after the rain, we felt our decision was the correct one.
- Special thanks to my co-coordinator Violet for all her help and leadership, to our volunteers for their work, and also to coordinator emeritus Liz K for helping out with getting the new rebar bent.

## 6) Planning Committee – Submitted by Owsla

Stats: The average number of participants in a meeting this cycle was just under 19, and the average length for a meeting this cycle was just under 49 minutes.

- The Good
  - Meetings were held on schedule and no emergency meetings were called for or required. Discussions remain well-organized using our stacking procedures. We are fairly good at staying on-topic and on-agenda, and meetings are on average under an hour. Decisions from the PC about event budgets and event policies were discussed and completed on schedule for the spring burn.

- The Bad

- **Issue:**

There is still a commonly-voiced feeling that the BOD should have a greater presence on PC calls so that they can stay abreast of our discussions and decisions, and so that we can have a point of contact when issues arrive that may need BOD input. While it is not required for there to be a BOD member on-call, it does often facilitate the smooth running of the organization (especially in cases where the PC spends time and effort to discuss and make a decision only to have a BOD member raise an objection some months later). Personally I would welcome more BOD participation in PC calls, and also encourage at least quick review of the agendas and minutes that are posted so that any potential objections to potential PC decisions are raised in a timely manner.

**-Potential action:** I may try sending the BOD direct reminders of PC meetings to invite greater participation (or at least perusal of agendas, etc.).

- Note for the community: again it is not required to have a BOD member on our calls, so please understand this is an avenue of encouragement and not one of demands.

- **Issue:**

Some coordinators still seem to be under-informed as to the rules and procedures that govern our meetings and decisions (such as for budgeting, reserve ticketing, etc.), and that has again caused for some extra work in re-explaining things at length (sometimes last minute) and also trying to wrangle coordinators for budgets, After Burn reports, etc. Some of this may be par for the course due to turnover in coordinator volunteers (i.e., there's always a learning curve!) and that's fine, but in my opinion some may also be due to some coordinators not always reading or paying close attention to coordinator-list emails, and otherwise being a little "checked out" in between events. (Note: Some departments are structured for on-site vs. off-site coordination and that's fine for those coords; I'm mostly concerned when a department as a whole doesn't seem to have anyone in reliable communication between events.)

**-Potential action:**

To address this I am considering putting together a PC-how-to for coordinators so that we have a short document outlining such procedures as they are relevant to our departments, so that

coordinators have written guidelines for how they should be interacting with the PC.

- The Ugly
  - No ugly to speak of!
- On a personal note, I continue to enjoy running the PC calls, even when there is pointed disagreement and differing opinions on proposed policies and budget items. While our opinions may sometimes differ greatly, sometimes to the point of frustration, I'm proud that our discussions/arguments do remain on point and do not devolve to personal quips to one another or upset grudges. (At least not so far as I can tell!) To everyone who's participated in the PC calls, I want to give very heartfelt thanks to you all and big hugs. I'm glad we have different perspectives on our issues, and I'm glad we can work through them together when we all don't just happen to happily agree on things in the first place.

7) Pony Wrangler (side report) – Submitted by Reverend Dave

- A pony builder was found, a pony was built and delivered, and it burned nicely. Mission accomplished.

8) Rangers – Submitted by Mythic

\*Note: A PDF copy of this report (with better formatting of tables) can be found here: <https://drive.google.com/file/d/0B8KHmYfU7YcRRWtIMzNEaXNDZFE/view>

Contents:

- I. Report on the Ranger Budget for Spring 2016
- II. Infrastructure, Ranger administration, materials, accounting
- III. Shift activity
- IV. Comments

I. Budget Report (\*see URL for better formatting)

- Proposed Budget    Itemization    Actual Expenditures
- Item
- Burn Items
- Printing for burn:
- Ranger Field Guides \$100.00 \$100 50 x \$0.78 \$39.00
- Consent Posters \$15.00 \$15.00 30 x \$2.38 \$71.40
- Water\*, Juice, snacks \$75.00 \$75.00 Donated
- Office supplies \$60.00 \$60.00 100 Safety pins \$5.58
- Stapler \$16.97
- Golf cart rental and delivery \$325.00 \$325.00 \$325.00
- Extra gas for gold cart \$25.00 \$25.00 \$25.00

Uniforms \$700.00 \$700.00  
Patches 50 x \$6.95  
Set up \$40.00  
Reflective \$2.75 \$577.00  
Hats 12 x \$15.08 \$181.00  
Plain t-shirts 10 x \$4.58 \$45.88  
Infrastructure  
New shade structure \$650.00 \$650.00 \$651.00  
Lighting \$75.00 \$75.00 \$75.06  
TOTAL \$2025.00 \$2012.83

Comments:

- \*We did not receive our water cooler (Budgeted \$25.00) and water (\$25.00) because of a communication snafu with purchasing.
- The overall Expenditures for Rangers were \$12.17 under our proposed budget.

II. Infrastructure, administration, and materials

- Golf Carts
  - Despite concerns that the lighter weight carts may not handle the terrain or Ankle Breaker Bridge, the golf cart proved invaluable once again for the Ranger team. It facilitated set-up, tear-down and was extremely useful in rapidly getting Coordinators on Com to where they were most needed throughout the burn.
- Ranger Structure and Lighting
  - The new 18' x 30' structure was delivered to the site courtesy of Jim in Purchasing and erected by DPW. Lock boxes were also delivered by DPW. Radios and lights were powered by outdoor extension cords run from the barn. Ranger HQ set up was completed and fully functional on Thursday, well before the gates opened. The structure withstood the rain and elements well. The lighting was excellent. A clogged drain in the barn showers contributed to some saturation of the ground at Ranger HQ. Pineapple was able to fix the clogged drain.
- Ranger Training
  - We saw almost 20 new Rangers attend Ranger training on Friday night. Ranger training began with a shared session with Sanctuary and MASH teams covering radio protocols. Following radio training, Rangers, MASH, and Sanctuary broke off to cover team-specific training. Ranger-specific training included break-out sessions for new Rangers with experienced mentors.

- Newer Shift leads communicated that they would like to have Shift-lead specific training since we have expanded Shift lead responsibilities. We are in the process of gathering information about what kind of training this would include and how best to deliver it.
- Uniforms
  - We debuted the new Ranger Uniform this burn. This was done in response to requests from the community and the BoD that Rangers should be as visible and identifiable as possible, especially at night. The Uniform now features a 6” x 10” reflective patch and Khaki attire of the Ranger’s choosing above the waist. We received positive feedback about Ranger visibility.
  - We also instituted a new method of tracking Uniform items that are distributed. Uniforms are no longer given out at Ranger training but rather are handed out and recorded by Shift leads when Rangers show up for their first shift.
  - The following is a record of all uniform items distributed to Rangers this burn: (\*see URL for better formatting)

Name # Patches noted in log Hat t-shirt

Mojo X  
 Silver X  
 Tassels X X  
 Stephicakes X  
 Emyrs X  
 Lucifer X  
 Clownshoe X  
 EBP (?) X X  
 Chriszilla X  
 Ryribe (??) X  
 Eyecandy X  
 Godshot X X  
 Arrgon X  
 Johnell X  
 Owsla X  
 Chewie X  
 Refill X  
 Mama Potter X X  
 Whiplash X  
 Painter X

Tuck Planet X  
Strongbow X  
Mission X X  
Kiki (?) X  
Paladin X  
Neil (?) X  
James X  
Henry Snow X X  
Everklear X X  
Zia (?) X  
RatBastard X  
Pixie X  
Riff X X  
Cher Kitty X X  
Specter X  
Isty (??) X  
J2X (??) X  
Beauty X X X  
Logic0 X X X  
Opi X  
Animal X  
Snuggles X  
Mythic X  
Total: 43 2 11

- Please note that 7 patches were missing and remain unaccounted for when the new Shift Lead reported for her shift at 2PM Sunday. We are looking into this discrepancy.

### III. Shift Activity- General

- This burn, the Ranger team continued to maintain a detailed log of events that transpired during every Ranger shift. This log book was kept in the primary Ranger lock box along with our radios. All Rangers were asked to record events that occurred during their shifts with as much detail as possible, including timelines. In addition, the Ranger team has newly adopted a Shift Lead Log. The Shift Lead Log is kept in a separate lock box accessible only by Ranger Coordinators and Leads. The Shift Leads were responsible for accounting for all Rangers coming on and off shift, handing out and recording who received patches, hats, and shirts, and any additional information about their shift that was note-worthy. A compilation of these logs is being prepared and will be submitted to the PDF Board of Directors.

- Summary of Events:
  - Only 2 shifts were reported as “all quiet”: Sunday 2PM-8 PM and Monday 8 AM- Noon. Every other Ranger shift saw significant activity, most involving participants enjoying the party.
  - There were 4 reports in the Ranger log concerning consent violations, each dealt with by Rangers.
  - One participant fell from Love tower and required medical evacuation by ambulance.
  - A summary of the number and type of significant incidents Rangers encountered is shown below:

Type Number  
 Consent 4  
 Domestic 1  
 Theft 1  
 Med Evac 1  
 Non-participant entrance 1

- Minor issues:
  - The Ranger cabinet containing our radios was found unlocked a few times on various shifts. Rangers will be alerted that the box must be kept locked.
  - Ankle Breaker Bridge took a toll on participants, all well handled by MASH. The bridge was prohibitive for most carts to navigate, limiting cart access to the back field.

#### IV. Comments

- The Ranger Coordination team is considering several different plans to facilitate participants in the back field reaching a Ranger expeditiously whenever needed.
- Rangers continue to work very closely with both MASH and Sanctuary this burn in an integrated manner, as needed.
- At the beginning of the burn, we had fewer than three board members on-site even though the event was live. Throughout the event, Ranger coordinators were in greater demand and for more extended periods of time due, in part, because of an inability to expeditiously contact the BoD despite attempting to do so through multiple communication channels. The inability to contact the BoD in a timely fashion contributed to prolonging timelines for incidents that would have benefitted from a more rapid response.

- Some policy gray areas were also noted that affected the decision making process for BoD members such that once contacted, decisions took longer to make. Based on this experience and discussion with BoD members, the ranger coordinators are working with MASH coordinators to adjust protocols currently involving the BoD. The goals of these policies will be to (1) clarify the decision making process; (2) facilitate the formulation of action plans based upon the policies; and (3) enact said action plans expeditiously on site, as necessary. Any new protocols will be submitted to the BoD for review, discussion, and approval prior to being enacted.

#### 9) Sanctuary – Submitted by Jen Dublin

- The Good:
  - Sanctuary was set up (thank you DPW) and had adequate lighting and signage. I think people realized that there sanctuary was actually there and the people I spoke with seemed to understand the purpose. There was a short write up in the WWW which I think helped. We had 3 cots and 3 chairs and it seemed like that was enough.
  - Sanctuary training went well and was fairly well attended. I think that having training listed in the "events" list in the WWW would be beneficial as opposed to the information only in the description in the back. It would be nice to have a training manual in the future, as well as better logs of participants.
  - The structure of one lead and 2 volunteers from 4pm-4am worked out well. It is still my belief that this is sanctuary's busiest time. However, some of the "on call" shifts were hard to cover.
- The Bad:
  - The structure of sanctuary may need to be addressed in the future, it seemed to really whip around in the wind and I am not sure how weather proof it is. I would love to hear from anyone who has been in the structure during inclement weather like high winds and heavy rains, as this is a concern for the future.
  - There seems to be a radio missing from Sanctuary. We located the box and the extra battery but the unit itself was missing. Any information relating to this is helpful.

- The Ugly:
  - It is my belief that sanctuary is in need of SEVERAL more coordinators. I don't think that sanctuary is quite at a sustainable level of people at the coordinator level. I am open to suggestion and discussion for how to structure coordinators but I think that there should be 3-4 total coordinators involved. PLEASE CONTACT ME (JEN) IF YOU OR SOMEONE YOU KNOW IS INTERESTED.
  - I felt that the communication and synergy between the green dot Rangers and sanctuary needs to be addressed and restructured. I think that roles, responsibilities and expectations need to be considered on both ends.

10) Volunteer/Participation Station – Submitted by Diana Smiles

- The Good
  - Sooo much was good! Overall, the Participation Station ran well with no drama. The new structure was fantastic (thanks to Jim and DPW!).
  - Other volunteer departments, Playa Shakespeare, and several events were able to use the structure, and the PS was a thriving party of volunteers all weekend.
  - The new SOP and volunteer job descriptions created by Apryl were fantastic and able to help the volunteers if there wasn't a coord or lead present.
  - The new raffle boxes worked great and we had a huge turnout for the raffle.
  - Almost 100% of volunteer shifts were filled on the boards by Saturday, with the exception of exodus and some buzzkiller shifts.
- The Bad
  - The heat. The heat killed our Roving Recruiter program this burn; it was simply too hot. But even with the heat, some of our more proactive volunteers stood at the corner with a megaphone and recruited from there when needed.
  - Other bads: the PS needs more/longer extension cords since we aren't piggybacking off Rangers anymore and we are running the lines from the barn.

- Also, PS needs fans. We didn't get any new ones over the weekend like the gates, and the one we have has a broken stand and was effectively useless all weekend.
- On Saturday night, the lights in the PS were shut off for the burn and remained off afterwards, but a request came from the Buzzkillers to leave them on, since they now work out of the on Sunday afternoon, which left both gates without volunteers for the final shift. I found a volunteer for ticketing and worked the back gate myself, along with my camp mate.
- Recommended possible solutions: new cords and fans, leaving lights on, and anticipating the impact of the mass exodus on volunteering.
- The Ugly
  - The golf cart headlights had intermittent problems working. The company was called out, and the switch and wires were replaced and yet the problem continued, rendering the cart useless at night. The new golf carts are barely sufficient for the terrain, I was concerned about hauling too much weight with the lesser cart and effectively was not able to help with people hauling in; on the plus side, the service from the headlight fixer was excellent. (Thanks Jim!)
  - Also, the radios at the PS are the old Dakota ones that we used before everyone else upgraded. When I was in my camp, all calls from the front field were static.
  - Recommended possible solutions: upgrading radios and attempting to go back to our old golf cart vendor.
- Requested budget summary has not arrived in time to add to this report, hopefully will follow later.

#### 11) WWW – Submitted by Erica V.

- The Good:
  - It was freaking gorgeous. Miss Fidget really did a fantastic job on her last WWW. She created a color version to be posted online and the black and white to be printed.

- The booklets were delivered to the front and back gates by 5 pm on Thursday, by the beautiful and talented Miss Fidget.
- I got the word out early on social media about the submission deadlines, which might have backfired a bit because we had 180 event submissions! It was too much text to fit in our usual budgeted number of pages, so we went up to 48 pages, which cost more, and we had to do some creative editing to make it fit and the font was kinda small.
- The printer was paid on time.
- And some people saw the pdf of the finished product online and wrote to me to ask: "can I get my event in" and I had to politely explain how printing works.
- The Bad:
  - We went slightly over budget, but was actually less money than we spent the previous burn. We're using a different printer (Staples in South Philly) and they can only guarantee their estimate for 30 days and it was more than that and we had more pages, so we were slightly over budget, but it was still cheaper than the Alphagraphics in Arlington.
  - This is Miss Fidget's last hurrah, but we've already found another volunteer to take over!
- The Ugly:
  - None.
- Something to contemplate: Should the GUD be printed separately, kinda like the Ranger manuals, and kept at strategic points? The GUD take up a lot of space in the WWW, which wasn't a problem, until this burn when we had 180 events.

*\*Still missing After Burn reports from the following departments:*

*Art Grants, DPW, Drum Conclave, Exodus, Fire Conclave, Fire Perimeter (possible main report), Fire Safety Team (possible main report), Gate/Greeters, MASH, MOOP, Parking, Pony Wrangler (possible main report), Purchasing, Sound, Stage, Theme Camps*

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

#### 1) Ticket sales!

- Ticket sales dates for our main sales have been approved!
  - Round 1 - Sunday July 10 at noon
  - Round 2: Wednesday August 10 at 9pm
  
- Still finalizing the Reserves sales window

#### 2) Upcoming PC meeting schedule

- Saturday July 9, time TBA
- Sunday August 14, time TBA
- Saturday September 10, time TBA