

PDF Planning Committee Meeting Agenda

Date: Saturday, July 9, 2016 at 12 pm

Purpose of meeting: Review budget proposals for Fall 2016; continued review of Spring 2016 burn (more After Burn reports); begin new business and proposals

Agenda summary: Coordinator changes and searches; review submitted budget proposals; review submitted After Burn reports; discuss new business; review ticket sales dates and planning cycle reminders

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

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

1) MOOP

- Found! Cassandra Hanlon is stepping up as our new MOOP coordinator. Jen will stay in communication with her and on-list for a bit to help the transition. Let's all welcome Cassandra!

2) Pony Wrangler:

- Found! As was predicted last meeting, Jillnado has stepped up as our new Pony Wrangler. Let's all welcome Jill!

3) Sound:

- With his move out west, Blizzard has officially stepped down as Sound Marshall. Pena is stepping up from assisting Blizzard to running the Sound department. Let's all re-cheer Pena!
- Anthony #2 has also stepped down.
- Sarah Groove has stepped up as assistant Sound coord! Let's all welcome Sarah!

4) Art Grants:

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

5) Burning Arts

- Still looking for someone(s) to join the coordinator team!
- Any updates?

6) Drum Conclave

- Still looking for someone to assist or possibly take over for Moose.
- Any updates?

7) Gate

- Still looking for a coordinator to train to replace Smartie Martie, as well as an assistant coordinator.
- Any updates?

8) Participation Station

- Looking for a co-coordinator to replace Diana Smiles.

9) Sanctuary:

- Still looking for multiple people to work at the assistant and/or co-coordinator level.
- Any updates?

10) Stage

- Still looking for people for the assistant coordinator and lead positions.
- Any updates?

Second Order of Business – Budget proposals

1) Rangers – \$1,475 – Submitted by Mythic
(first in review by scheduling request)

Item	Recurring	Infrastructure	Overall
TOTALS	\$800.00	\$675.00	\$1,475.00
Burn Items			
Printing for Burn			
Ranger Field Guides (50 x \$0.78)	\$40.00		
Consent posters (30 x \$2.38)	\$75.00		
Consummables			
Juice, snacks	\$35.00		
Hot & cold water bubbles, 2 x 5 gallon bottles	\$50.00		
Office Supplies	\$60.00		
Golf cart and Gas			
Golf cart and delivery	\$325.00		
Extra gas for Golf cart	\$25.00		
Uniforms			
Ranger reflective patches (50 x \$9.70 + \$40.00 set up)		\$525.00	
Ranger Fall 2016 2" x 1 1/4 " embroidered patches (100 x \$1.50, \$40.00 set up fee)	\$190.00		
Infrastructure			
Fans for Ranger HQ		\$75.00	
Lights for Ranger HQ		\$75.00	

2) Gate-Ticketing/Greeters – \$5,196 – Submitted by Smartie Martie

Item	Recurring	Infrastructure	Overall
TOTALS	\$4,326.00	\$870.00	\$5,196.00
Tables 6 ft x2 (back Gate)		\$120.00	
Table 4 ft 1 (Front Gate)		\$45.00	
Snacks and beverage stuff	\$175.00		
Pendants handmade 100 (includes materials to create the pendants)	\$180.00		
Custom Numbered Wristbands Fabric UV thread count 1500	\$900.00		
Wristbands Child/Under 21	\$100.00		

Cooler		\$50.00	
Batteries c and d	\$45.00		
rechargeable batteries aa (dakoda radios)		\$50.00	
Solar Lights		\$25.00	
Office Supplies and printing materials	\$225.00		
zip lock bags	\$15.00		
Citronella candles 8 & incense sticks 100 x2	\$40.00		
duck tape, green, yellow, gorilla tape	\$25.00		
wooden stakes	\$50.00		
rainbow string	\$10.00		
vinyl (swag and labeling)	\$45.00		
cups coffee (swag)	\$50.00		
flagging tape	\$25.00		
light up glow wands		\$50.00	
Reflective safety vest x4		\$45.00	
Fabric paint	15		
Traffic Flag		\$30.00	
Ice	30		
Golf Cart + rental fee	\$325.00		
Gas	\$30.00		
Vets watching the Gates	\$1,300.00		
Greeters Bandanas x 80	200		
Misc supplies	80		
6 x 5 Gallons of water	\$36.00		
1 Water Cooler Rental with Hot Water Feature	25		
colored led lights for signs		60	
EL wire for signage and converter		80	
mounting materials for signage/lights		40	
extension cords 50 ft x 3		120	
light with clamp x 2		30	
light bulbs	45		
spray paint	45		

paint	45		
Fabric and thread for banners	250		
UV flash lights x5		20	
12 aaa pack rechargeable batteries		15	
8 AAA rechargeable batteries and charger x2		40	
Velcro strips		20	
file box for storage of waivers	15		
Clips canopy		30	
plus 6% sales tax on anything purchased in MI	?????	?????	
shipping cost	?????	?????	

3) Lamp Lighters – \$130 – Submitted by Starboy

Item	Recurring	Infrastructure	Overall
TOTALS	\$130.00	\$0.00	\$130.00
Paper Towels	\$10.00		
Dedicated Flashlights	\$20.00		
Lamp Fuel	\$100.00		

4) Theme Camps – \$125.16 – Submitted by Katherine

Item	Recurring	Infrastructure	Overall
TOTALS	\$108.23	\$16.93	\$125.16
Bamboo Skewers	\$15.00		
Flagging Tape*	\$50.00		
Laminated Maps for Gates & PS	\$30.00		
CAUTION tape**	\$13.23		
100' tape measure***		\$16.93	

* Need more than before due to addition of North field

** For marking off event boundary around North field fence

*** For more consistent camp sizing in response to TC Lead feedback

Third Order of Business – After Burn reports

1) Art Grants – Submitted by St. Greg

***** Overview *****

20 projects submitted, 20 grants awarded for a total of \$13,638.50 (out of a budget of \$14,000), with 2 declining (unable to attend PDF or unable to complete project), 1 never sending in their contract or receipts and 1 unable to bring their project at the last minute. After removing those 4, we granted a total of \$11,644.00. Since receipts and expense reports are still being collected, we have not listed reimbursements sent out.

***** Full list of granted projects *****

- * 1 --- Bigger Better Lifeguard Chair --- \$550.00 --- (Declined grant)
- * 2 --- The Luminous Dance Floor --- \$400.00
- * 3 --- Baggage Drop Off --- \$350.00
- * 4 --- The gate of change --- \$1,800.00
- * 5 --- Ziggy Sawdust and the Chainsaws from Mars --- \$300.00
- * 6 --- The loan card shark --- \$250.00
- * 7 --- Ripple --- \$300.00
- * 8 --- Tye dye in the sky --- \$250.00
- * 9 --- Focus light --- \$200.00
- * 10 --- Incendio Fiore --- \$4,198.00
- * 11 --- Underwater Haven --- \$400.00 (Declined grant)
- * 12 --- The Hive of Splendor --- \$644.50 (Unable to bring project)
- * 13 --- Balloon Chain & Projection Art --- \$550.00
- * 14 --- Lotus-- the magic of transformation --- \$180.00
- * 15 --- Eyes on You! --- \$121.00
- * 16 --- Pony Screening --- \$100.00
- * 17 --- Weird Wired Work --- \$400.00 (Never sent in contract)
- * 18 --- Prancing Pony's Bungee Barrel Rodeo --- \$1,665.00
- * 19 --- I like Big Ball --- \$280.00
- * 20 --- Tower of !Babel --- \$700.00

TOTAL GRANTED

\$13,638.50

TOTAL GRANTED MINUS DECLINED GRANTS / NO CONTRACT / NO SHOW

\$11,644.00

* We hosted an artist reception on Saturday afternoon, that was advertised in the What Where When. Although we intended to do an art tour, due to the intense heat, it was called off.

***** What went well *****

*** Process**

- We received 20 applications and granted all 20, which I think is a first, at least during my time. 7 of these were fire art.
- Posting in the P.O.N.Y., BPE, regional BM lists and regional FB groups still seems to work pretty well for us in terms of getting the word out on applying for a grant, though we don't have a real sense of which is most effective.
- Our process of discussing applications initially via email, then focusing the conference calls on decisionmaking still seems to work well, though there is some interest in using software specifically geared towards this type of thing. We may investigate using Slack or Trello.
- We're able to keep our voting process to one meeting that takes 2-3 hours, with some email-based follow up afterwards as needed.

*** Reception**

- Organized by O Man (Co-Coordinator) and Sara Muskulus (Archivist).
- Relatively low attendance, likely due to the weather conditions (high heat).

*** Tour**

- Cancelled due to intensely hot weather condition.
- Art Grant Archivist, Sara Muskulus, took photos of art grant recipients as well as the pony, despite the tour being cancelled.

***** What could go better *****

*** Process**

- While we did bring on a small number of new people into the Art Grants Committee, having some more wouldn't hurt. We will likely send out a blast to the community once more to see who is interested.
- We may look to utilize an online project management software to better organize our evaluation and voting process. Trello and Slack have already been mentioned with the group.
- More reminders seem to be needed for artists for: sending in signed contracts, posting placement requests on PDF website, adding WWW entry for related events, and sending in receipts.
- Project issues
 - Some concerns were expressed that the Focus Light project was not displayed prominently enough and may not have been available to the community as long as we would have liked. We will likely take this into account when considering placement of future projects.
 - The big ticket item, Incendio Fiore, never quite reached its fully completed state. There were issues with completing the fire piece of it, partly as a result of sharing components with one of the other artists with a nearby piece doing flame effects. We will see if the artist has an interest in bringing the project in the fall to let the community experience the completed form.

* Reception

--- Attendance from artists and art grant committee members was still a bit low. We may want to consider measures to encourage greater attendance. Perhaps the date and/or time isn't ideal? Suggestions welcome.

--- This event has yet to generate much participation from the general community. We always welcome them, we need to find ways to draw them in. Doing a pre-event sweep of the playa to announce the event may be a good idea. Other suggestions welcome.

* Tour

--- Did not happen due to weather. Still likely need to find ways to draw in the community to encourage greater participation.

*** Other noteworthy items ***

--- Reception budget - \$100 for drinks, snacks and tableware

--- Art Grant Coordinators are working with Hatter and Art Grant Archivist, Sara Muskulus, to create an online space to share art grant photos. Project not yet complete, but we now have 3 PDF's worth of photos to post.

--- We are still searching for a new co-coordinator to take O Man's place.

--- "Art Grant Winner" signs were made by Jill for this event. While some artists expressed appreciation for them, some other community members saw the use of the word "Winner" in the signs to be problematic. If done for future events, we will seek to have signs read "Recipient" instead of "Winner".

2) Parking – Submitted by 2E

- The Good
 - Great volunteers!!
 - Weather was nice (very hot) for the first 3 days - this helped dry out the parking lot (until Sunday's showers started)
 - No major traffic blunders

- The Bad
 - The "Bridge" that was just after the entrance to the parking lot and the "Bridge" in the back field made things difficult. At one point vehicle's undercarriage was ripped off while driving over the bridge after the entrance. Due to the addition of these bridges the parking coordinators felt that drive in/drive out would be impossible and implemented the Carry-In / Carry Out procedure.
 - Due to showers the week before, there was a lot of moisture in the parking lot. There were a lot of soft spots and a few participants' vehicles got stuck. One vehicle in particular had to call a tow truck to get pulled out after the event.

- Our older radios (used for communicating between the parkers in the lot) are nonfunctional. These could be replaced with cheaper 1 channel models because they are only used for communication between the volunteers in the parking lot.
 - Golf Carts weren't as durable as our usual ones. Headlights on one of our carts were directed up into participants' eyes as opposed to on the ground where light should be. We attempted to redirect the light with tinfoil and we diffused the light as best we could.
- The Ugly
 - Bridge construction was dangerous to drive over.

In Conclusion: Parking ran smoothly. We had a few minor hiccups, but all in all it ran smoothly. We are currently writing our SOPs and will implement them for Fall 2016.

3) Sound – Submitted by Pena

- Executive summary: Mostly positive with a few blips to iron out.
 - The Good (some copy/paste from last time, with embellishment)
 - Zero neighbor complaints or police reports again, this makes at least 5 consecutive years with no external sound issues.
 - Nearly everyone remained well within levels the entire weekend. DJs were happy to do whatever was necessary to get in levels when asked.
 - Few complaints made it to my radio, and all were resolved amicably. Always remember, you can always ask (nicely) too, it's the neighborly thing to do!
 - On Saturday and Sunday, all camps had subs off before even starting up again after the burns. Awesome.
 - Some awesome, and MANY on some nights. Word of mouth even brought in a few!
 - No real issues from the front or back fields.
 - The Bad
 - Sound patrol never got the items we got approved for in the budget
 - Got a few calls about a loud speaker in the back field be used late Sat. night
 - Camp wrong way had to be told to turn it down several times and almost had to cut their sound off.

- The Ugly
 - A co-coordinator had to leave early and also quit so I had to cover his Sunday shift.
 - Seeking a new co-coordinator (Note: since filled! But new asst. coord may be coming soon.)

4) Stage – Submitted by Scott & MmmBobby

- The Good
 - This burn the stage got new equipment and some new faces! The org purchased two new main speakers for the stage as well as new mic stands, new wireless microphones and 10 new XLR cables to boot!
 - There were minimal no shows from performers and the schedule was almost completely filled.
- The Bad
 - Rain and a need to keep gear safe forced an early stage closing.
 - We still needed more help with stage. Planning on a larger staff for the fall
 - Any experienced audio engineers that would be willing to dedicate time to running the stage please contact us
- The Ugly
 - We may need a different plan for MASH in inclement weather if more bands come and store more gear on the stage in the fall. Pavilion? We want to help everyone.
 - Early confusion about camping areas and space around stage for stage crew.
 - Storage
 - Due to bobby stepping down from the coordinator position the org will need to find a humidity controlled space to store the stage. He recommends somewhere close to the site so it can be picked up by anyone who will be running the stage for future burns.
 - Currently Scott is holding all the equipment in his climate controlled storage area. This will be good until the next burn.

- Emyrs still owed \$90 for mileage (as of mid-June)
- MmmBobby had to rent a Uhaul to transport the equipment to the event; this was an unexpected cost and not in the original budget, however the purchases on the stage budget came in about \$200 under budget
 - He would like to request for half of the rental to be reimbursed as he only transported the equipment there not back. He's covering the fuel expense as that cost would have been there regardless of the equipment transport situation.

**Still missing After Burn reports from the following departments (some have reported in as being on their way):*

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

Fourth Order of Business – New business and proposals

1) Blanket swag budget proposal from 2E and Alfred

- In order to reward our amazing volunteers, we propose a standing SWAG budget of \$200.00 per department. This \$200.00 will be used for volunteer gifting and will be available at the coordinators discretion. If a coordinator wishes to forfeit these funds, they can. Other regional burns (Alchemy, Transformus) provide swag for their volunteers. We ask the PC to approve a \$200.00 swag budget for all departments for the coordinators to use at their discretion.
- PONY discussion to date that's specific to *blanket* budgeting (summarized and paraphrased; see PONY for full discussion):
 - Rev Dave
 - Amount should be indexed by volunteer numbers in departments (as they vary greatly)
 - Owsla
 - Against idea, but *if* it goes forward also thinks amount should be indexed by numbers of volunteers
 - Objections:
 - Makes buying in bulk every few cycles harder
 - Potential for greater spending b/c of pre-approval and possible "why not?" attitude
 - Currently only 4 out of 23 departments budget for swag; this proposal seems unneeded

- Exceptions for bulk buying and periodic review of numbers (for indexed budgets) would be needed; this may not save PC much time overall
- Part of PC job is budget oversight and review; occasional discussion and disagreements over spending are to be expected and are part of our charge, not something to ignore or avoid
- Animal
 - Wants Ranger patches to be expressly exempt from “swag” budget as they’re a uniform piece requested to address needs of community
 - Blanket amount is worth discussing
 - “Every department” is overly broad; some are more labor intensive and need more volunteers than others

Fifth 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 (THAT’S THIS WEEKEND!)
 - Round 2: Wednesday August 10 at 9pm
- Reserve Ticket Registration
 - Closes - Saturday, August 13 at NOON (Eastern time)
- Reserve ticket sales
 - Open - Tuesday, August 16, 2016
 - Close - Tuesday, September 13, 2016 (3 weeks before PDF)

2) Upcoming PC meeting schedule

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