

## PDF Planning Committee Meeting Agenda

**Date: Sunday, August 14, 2016 at 11 am**

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

**Agenda summary: Coordinator changes and searches; review submitted After Burn reports; vote on old budgets; review submitted budget proposals; discuss new business; review 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 changes and searches**

1) Art Grants:

- O-Man is stepping down (moving on over to the BOD!); many thanks for all your years of coordination for Art Grants!
- Ursula Sadiq is taking over for O-Man as our new Art Grants co-coordinator!

2) Sound:

- Please welcome Brian (AKA: Ixia) as a new Sound co-coordinator!

3) Burning Arts

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

4) Drum Conclave

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

5) Gate

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

6) Participation Station

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

7) Sanctuary:

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

8) Stage

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

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

1) Exodus (XitUs) – submitted by Lilbit, Asst. Exodus Coordinator.

- The Good:
  - A majority of participants left on Sunday due to reports of potential inclement weather. Actual Exodus volume was light, traffic jam was avoided.
  - All non-DPW/non-Exodus staff were off site by approximately 2:30pm.
  - When asked, participants stepped up to help with shower (both the barn & pavilion showers) MOOP. Special props to Justice League, who gladly pitched in, as well as 3 volunteers who answered a general call out into the pavilion (Raina Raspberries, Pete Stone, and a 3rd who's name unfortunately has escaped me.)
  - There was a dedicated volunteer who both directed traffic and manned the ash dump for the majority of the day. And she had fun doing it (does anyone know her name, so I can get in touch for next burn?)
  - Only 2 ride orphans, both were found rides with other participants.
  - Special props to Purchasing Coord Jim, Parking Coord 2E, and Jenny Wood, who went above and beyond. Jim & 2E carted the Asst. XitUs Coord (me) around then carted the leftover firewood into one giant pile; Jenny and Karnak rocked the pavilion MOOP sweep (it was in terrible shape), and the 3 of them handled the majority of final MOOP Sweep.
  - HUGE reverence and thank you's are owed to Raina Raspberries and Purchasing Coord Jim for each handling an over-the-top egregious MOOP situations (see "The Ugly" below.)

- Exodus actually had 10 volunteers sign up to help, however due to the major storm threat the majority were unable to stay for the shift. Most did at least check in at PS to let us know they couldn't make it.
- The Bad:
  - Several vehicles got stuck in the mud, Pineapple had to tow out most of them. Due to the light traffic day we didn't think restrictions were necessary, but going forward Exodus will do a better job marking out the non-drivable spots or working with Parking to make the call for walk in only.
  - Once again, flyers were left up in the porta potties, leaving a single Exodus volunteer to take them all down. Reminders that if you “put them up you must take them down” need to go out.
  - In the new camping section, copious amounts of caution tape was used to indicate the event boundaries. While it needed to be there and held up well all weekend, taking it down was troublesome as it was wrapped around every tree and bush, including many thorn bushes. Will work with Theme Camp Placement coordinators prior to next burn to see if there are alternatives.
  - Pavilion MOOP: The Pavilion was a disaster area, has not been that bad in a couple of years.
  - Firewood collection: There was discussion and disagreement in regards to firewood collection. In years past our arrangement with the vets was to leave the firewood in place, they would come and collect it. This burn, rather late in the day, Pineapple asked that the wood be placed into one big pile. While this new request caused some chaos on this particular day, going forward we will assume this as standard process and ask participants to carry their unused wood back to the pile prior to departure.
- The Ugly:
  - There were a number of instances of egregious MOOP left by participants. There was a large unburnt structure, which the vets graciously agreed to take off our hands, an enormous pile left under the small shelter next to PS, a used feminine hygiene product left in the ladies showers, and what appeared to be soiled men's undergarments, along with several used baby wipes, left in a pile in the back parking lot. Pictures of all except the ladies showers available upon request.

2) Fire Conclave – submitted by Peña

- The Good
  - There was a lot different fire props used and a good number of performers. No one got hurt.
  
- The Bad:
  - Skully (the conclave coordinator) was unable to make it to the burn and was unable to call someone to let them know he was not able to make it.
  - The conclave meeting was set at one time, then another and had people walking around for hours trying to find out when the right time was.
  
- The Ugly:
  - The person who was eventually put in-charge to organize the conclave had to be relieved of their position b/c they were overwhelmed and didn't know what to do, causing a big confusion right before the conclave.

3) Gate/Ticketing – submitted by Smartie Martie

The Good...

The Bad...

The Ugly...

I do not like using any of those categories.

People came, we check them in.

Volunteerism was low.

We are always looking for more volunteers for front and back gate.

We are currently looking for an additional assistant coordinator as well as new coordinator for Gate.

You will have to attend Fall PDF to see the changes and updates, participants have suggested and which suggestions we choose to implement at the Gates.

*\*Still missing After Burn reports from the following departments (some have reported in as being on their way): DPW, Drum Conclave, Greeters, MASH (notified as being in process), MOOP, Purchasing, Theme Camps*

### Third Order of Business – Budget voting

1) Vote to approve a line-item addition to Gate-Ticketing/Greeters budget, to be voted on separately at next meeting.

- Item in question is a new computer to be used for Ticketing as the one being used now is on its last legs and went dead for a short time during setup in the Spring. Line item is an older model Panasonic ToughPad with an integrated scanner; Hatter has priced them out and would like to get an approved budget for up to \$1500 for this purchase.
- Procedure:
  - We will vote to approve or not-approve this as a line item; if approved, we will consider it and vote on it separately in September. If not approved, it will not be funded in this cycle of budgeting. In either case, we will still be voting on the previously-proposed Gate-Ticketing/Greeters budget this meeting.

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

*\*No changes since last month, with the possible exception of the above mentioned line-item addition to be voted on separately*

Item	Recurring	Infrastructure	Overall
<b>TOTALS</b>	<b>\$4,326.00</b>	<b>\$870.00</b>	<b>\$5,196.00</b>
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	\$15.00		
Traffic Flag		\$30.00	
Ice	\$30.00		
Golf Cart + rental fee	\$325.00		
Gas	\$30.00		
Vets watching the Gates	\$1,300.00		
Greeters Bandanas x 80	\$200.00		
Misc supplies	\$80.00		
6 x 5 Gallons of water	\$36.00		
1 Water Cooler Rental with Hot Water Feature	\$25.00		
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	
Velco 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

*\*No changes since last month*

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

4) Rangers – \$1,475 – Submitted by Mythic

*\*No changes since last month*

Item	Recurring	Infrastructure	Overall
<b>TOTALS</b>	<b>\$800.00</b>	<b>\$675.00</b>	<b>\$1,475.00</b>
Burn Items			
<b>Printing for Burn</b>			
Ranger Field Guides (50 x \$0.78)	\$40.00		
Consent posters (30 x \$2.38)	\$75.00		
<b>Consumables</b>			
Juice, snacks	\$35.00		
Hot & cold water bubbles, 2 x 5 gallon bottles	\$50.00		
<b>Office Supplies</b>	\$60.00		
<b>Golf cart and Gas</b>			
Golf cart and delivery	\$325.00		
Extra gas for Golf cart	\$25.00		
<b>Uniforms</b>			
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		
<b>Infrastructure</b>			
Fans for Ranger HQ		\$75.00	
Lights for Ranger HQ		\$75.00	

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

*\*No changes since last month*

Item	Recurring	Infrastructure	Overall
<b>TOTALS</b>	<b>\$108.23</b>	<b>\$16.93</b>	<b>\$125.16</b>
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

#### Fourth Order of Business – Budget proposals

1) Art Grants - \$100 – submitted by someone

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

2) Burning Arts – \$3,575 – submitted by Rev. Dave

Item	Recurring	Infrastructure	Overall
<b>TOTALS</b>	<b>\$3,575.00</b>	<b>\$0.00</b>	<b>\$3,575.00</b>
Wood (17 cords at \$200 per + \$100 delivery)	\$3,500.00		
Fuel	\$50.00		
Flares/tape/rags	\$25.00		

3) DPW – \$675 – submitted by Owsla (assuming we want same as last burn)

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



4) MASH – \$555 – submitted by Fernando

Item	Recurring	Infrastructure	Overall
<b>TOTALS</b>	<b>\$350.00</b>	<b>\$205.00</b>	<b>\$555.00</b>
Golf cart	\$325.00		
Gasoline for golf cart	\$25.00		
Head stabilizer for backboard		\$70.00	
Body straps for backboard		\$35.00	
Burn barrel w/ MASH logo		\$100.00	

5) Parking – \$1,205 – submitted by 2E

Item	Recurring	Infrastructure	Overall
<b>TOTALS</b>	<b>\$726.00</b>	<b>\$479.17</b>	<b>\$1,205.17</b>
Golf Carts (2)	\$650.00		
Golf Cart Fuel	\$40.00		
Water/Cooler	\$36.00		
HyViz TriBand 3/8" / 4ft - 12pk (2)		\$100.00	
<a href="#">Lufkin 9,999-ft Long Tape</a>		\$59.98	
1 Case of Orange Pennant Flags (50 100' Strands)		\$319.19	

6) Sound – \$242 – submitted by Peña

Item	Recurring	Infrastructure	Overall
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$242.00</b>	<b>\$242</b>
Puxing-777 2-way radio x2	\$0.00	\$118.00	
Shoulder Remotes for Puxing x2	\$0.00	\$40.00	
lock box	\$0.00	\$48.00	
lock	\$0.00	\$20.00	
log book	\$0.00	\$16.00	

7) Stage – \$1,359 – submitted by Scott

Item	Recurring	Infrastructure	Overall
<b>TOTALS</b>	<b>\$585.00</b>	<b>\$774.00</b>	<b>\$1,359.00</b>
Lights, Rental	\$400.00		
Mixing Board (Yamaha MGP 16X)	\$135.00		
Sub Woofer (Left)		\$699.00	
Misc. Audio Connectors and Cables		\$75.00	
Stage Swag	\$50.00		

\*Note: Some discussion about rental vs. buying of mixing board; check with Stage coord

8) Volunteer/Participation Station – \$1,950 – submitted by Princess Giggles

Item	Recurring	Infrastructure	Total
<b>TOTALS</b>	<b>\$1,040.00</b>	<b>\$910.00</b>	<b>\$1,950.00</b>
Misc. office supplies (Paper, Ink, 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		
Signage	\$30.00		
1 Water Cooler Rental with Hot Water Feature	\$25.00		
Water (4 – 5 gallon jugs)	\$25.00		
Golf Cart Rental & Delivery Fee	\$325.00		
Golf Cart Gas	\$25.00		
6 Radios		\$600.00	
Fans		\$50.00	
Extenson Cords		\$25.00	
Safe		\$60.00	

Seating		\$75.00	
Banner		\$75.00	
Flag		\$25.00	
PS Events	\$150.00		

9) WWW – \$1,802.36 – submitted by Erica V.

Item	Recurring	Infrastructure	Overall
TOTALS	\$1,802.36	\$0.00	\$1,802.36
Printing for WWW	\$788.75		
Printing Laminates, 750ct.	\$1,013.61		

*\*No budget submissions from Exodus, Fire Perimeter, MOOP, Sanctuary*

### **Fifth Order of Business – New business and proposals**

1) Reserves expansion for Art Grants Department (to go into effect for Spring 2017 cycle), submitted by St. Greg, O Man & Sara Muskulus

- As part of our effort to further acknowledge and ensconce the Archivist role that was formally created back in January 2016, we would like to allocate a reserve ticket to the Archivist position (currently held by Sara Muskulus) as part of the Art Grants department.

Our aspiration for this position is to not only archive all of the art grant recipients at PDF, but to document the entire event (ie: theme camps, misc. art projects, events, etc.). We could use detailed records of the event as a promotional tool to recruit artists interested in bringing their projects to PDF.

As we understand it, departments are allowed up to 3 reserve tickets without some kind of special consideration, and the Art Grants department is only using 2 right now, so we ask the PC to expand the Art Grants reserve tickets by 1 so as to have one for the Archivist!

2) Updates on bridge road?

- Anyone have info?

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

### 1) Reserve ticket sales

- Open - Tuesday, August 16, 2016
- Close - Tuesday, September 13, 2016 (3 weeks before PDF)

### 2) Upcoming PC meeting schedule

- Saturday September 10, time TBA