PDF Planning Committee Meeting Agenda

Date: Saturday, September 10, 2016 at 3 PM

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

Agenda summary: Coordinator changes and searches; review submitted After Burn reports; vote on old budgets; vote on old business; discuss policy; 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 searches

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

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

3) Gate
   - Looking for an assistant coordinator.
   - Any updates?

4) Parking
   - Currently looking for two assistant coordinators.
   - Soon also to be needing a new co-coord to replace 2E, and eventually another to replace Chef Phil

5) Participation Station
   - Looking for an assistant coordinator.

6) Planning Committee
   - Beginning to look for a possible replacement for Owsla as coordinator
     - Current coord *may* be moving out of the area/country next year. While this is not yet definite it is prudent to begin the search for and training of a new PC coord now.
     - Anyone interested in stepping forward who begins the process of training to take over as PC coord is welcome to continue with their training and take over that position even if Owsla does not end up moving. It need not be wasted interest or effort.

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) MASH – submitted by Fernando, MASH coordinator
   - The Good:
     - MASH as a unit was on point. I cannot think of a team better suited for this work or to have present in a catastrophe. Toaster and Butterfly deserve honorable mention.

   - The Bad:
     - We were tested by circumstances and came through with honors.

   - The Ugly:

     - Poor dynamics of communication and solidarity between the BOD and MASH. Those dynamics will never play out again.

2) Purchasing – submitted by Jim, Purchasing coordinator.

- Purchasing After Burn Report - Spring PDF 2016

  The purchasing process for PDF went from coordinating the golf carts and water coolers and water containers to purchasing for more than a dozen people from lots of vendors due to a Purchasing Coordinators credit card being issued to me.

  The process was a mess...no coordination or process was in place and hence it became a much much larger project than I anticipated.

  In the end, it all worked out...most people were pleased with the process and everyone in the end received their things in a timely manner.

  Learned a few lessons when I agreed to have two of the large shade structures delivered to me (wasn't really thinking how big they were but was over 700 pounds just for the two structures) and I had to send one of my personal vehicles up with it to spread out the weight off of my trailer. And, had offered to bring up some Gate things...only to realize it was more than six large yellow burner boxes worth of stuff. This time stuff is being delivered to a location near the burn for someone else to bring on site.

  We had to change golf cart vendors this burn and they worked out well as we had them put mud tires on all of the carts. Only glitch was all of the carts arrived half full (their standard method) and I had to purchase additional gasoline and gas them all up throughout the burn. This time they are coming with full tanks which should work fine for each use.

  Otherwise...it worked. A new purchasing process is in place for the Fall 2016 burn and working smoothly.

  That is all to report...Jim, PDF Purchasing

3) Theme Camps – submitted by Katherine, Theme Camp co-coordinator

- The Good:
    - Yes, it was good!
    - Weather for setup was dry and agreeable.
    - We were able to recruit the volunteers we needed; all arrived on time as arranged.
    - I was able to make a site visit three weeks prior to the event for the purpose of surveying the grounds and updating the placement map with the changes that were made by the Vets.
    - New Rangers location was well received and worked well for Rangers' needs and new structure, based on my onsite check-in with Ranger coordinators.

- The Bad:
    - Significant rainfall in the weeks before the event contributed to saturated and muddy grounds, and restricted where we could place camps and roads, primarily on the South side of Fields 5 and 6. Large tracts of swamp made it impossible to run roads/paths to certain areas we typically place theme camps.
    - A few days before the event, we got a request from Art Grants to place 8 art grants that hadn't submitted placement applications. This was a week after Art Grants reviewed the completed map draft and it was published on the PDF site and submitted to print in the WWW. We were able to find spots for these late requests, but we had very little information, which made it more challenging. Going forward, we will work with Art Grants to better align our processes.

- The Ugly:
    - The Vets laid a wooden plank "road" from the red barn extending halfway into the back field. The wood was in poor condition and a potential driving hazard for theme camp vehicles to drive their infrastructure into fields 4, 5, and 6. Fortunately, Parking coordinators were able to lead many theme camp vehicles into their spots via alternate routes on Thursday afternoon.

- I heard about the “road” a month before the event from Heidi, who got a call from Pineapple. I got in touch with him and met him onsite to check out the road and other changes to the grounds (fence torn down, new open camping field, new drainage ditch, patches of red clay, and a dirt mound in the back field). I and other coordinators who visited the site shared this news with the coordinator group, and we had to make various adjustments in a tight timeline.

- Pineapple suggested multiple times to “have your Board buy gravel” (to smooth and fill out the road), but there was no time before the event to submit a proposal on the PONY, and budgets had already long been finalized for that cycle. I strongly feel that I would be better equipped to do my job well if the BoD informed me of changes coming down the pike that would affect the event map or placement.

- We will continue to do our best to share information and work cooperatively with other PDFers.

**Still missing After Burn reports from the following departments: DPW, Drum Conclave, Greeters, MOOP*

Third Order of Business – Budget voting

1) Art Grants - $100 – submitted by St. Greg
**No changes since last month*

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

2) Burning Arts – $3,575 – submitted by Rev. Dave
**No changes since last month*

Item	Recurring	Infrastructure	Overall
TOTALS	**$3,575.00**	**$0.00**	**$3,575.00**
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, confirmed by Yeti
**No changes since last month*

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

4) Gate-Ticketing/Greeters – **+**$1,500 – Submitted by Smartie Martie
This is the line-item addition to Gate-Ticketing/Greeters budget (the bulk of which was approved last month); line item approved by PC for current vote at last 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 $1500 to be used for this purchase to be made sometime between now and Spring burn (so that sales and good prices can be taken advantage of). Probable candidate is an older model Panasonic ToughPad with an integrated scanner that Hatter has researched and priced out.

5) MASH – $555 – submitted by Fernando
**No changes since last month*

Item	Recurring	Infrastructure	Overall
TOTALS	**$350.00**	**$205.00**	**$555.00**
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	

6) Parking – $1,205 – submitted by 2E
**No changes since last month*

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

7) Sound – $242 – submitted by Peña
**No changes since last month*

Item	Recurring	Infrastructure	Overall
TOTALS	**$0.00**	**$242.00**	**$242**
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	

8) Stage – $1,359 – submitted by Scott
**No changes since last month*

Item	Recurring	Infrastructure	Overall
TOTALS	**$585.00**	**$774.00**	**$1,359.00**
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		

9) Volunteer/Participation Station – $1,950 – submitted by Princess Giggles
**No changes since last month*

Item	Recurring	Infrastructure	Total
TOTALS	**$1,040.00**	**$910.00**	**$1,950.00**
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		

10) WWW – $1,802.36 – submitted by Erica V.
No changes since last month

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 – Old business voting

Note: There is currently an investigation into the procedures of reserve expansions up to the standard allocation of 3 for departments. For today we will continue with the procedures that have precedence and have been in use by the PC. I.e., we will now hold the vote.

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!

Sixth Order of Business – Discussions/policy announcements

1) Coordinator duty: Filling out reserved ticket spreadsheet
– submitted by Smartie Martie

- It's a basic obligation of the coordinators to fill out the reserved ticket spreadsheet. They cannot rely on me *[the Gate coordinator, Smartie Martie]* to do it for them, it's their department. Coordinators are responsible for updating their department every burn cycle. It undercuts radical self-reliance. That also sends the wrong message of "eh, it doesn't matter if I fill it out - they'll just do it for me". I don't want to reinforce things that cause more work (back-porting old info that may or may not be right, and then having to fix it later) for those of us doing WHAT we are supposed to be doing, WHEN we are supposed to be doing it.

- If a department coordinator fails to fill out the spreadsheet on time, we will assume they received tickets through the queue, since we have no other information to go on.

- The Coordinators had five weeks and five emails about reserved tickets. Coordinators have been given more time than previous pre PDF's to fill out this information.

2) Purchasing request protocol – submitted by Batnips
- All coordinators (and anyone interested) should review the new protocols for purchasing requests: http://playadelfuego.org/pony/viewtopic.php?p=10835#p10835

Seventh Order of Business – Announcements and reminders

1) Reserve ticket sales
- Close - Tuesday, September 13, 2016 (3 weeks before PDF)
  - **That's this week, folks! Buy now or forever hold your peace!**

2) PDF! October 6-10! Don't forget to go home, folks!