

<p>PDF Planning Committee Meeting Agenda Date: Sunday, November 12, 2017 at 12 PM Call-in information: 1-712-432-3100, code is 316857</p>	<p>Purpose of meeting: Land search for Spring 2018 Burn</p> <p>Agenda summary: Land search, new business and proposals</p>
<p>First Order of Business – Land Search</p>	
<p>Submitted by Ursula:</p> <p>Evaluation of Virgin Site in Schuylkill County</p> <ul style="list-style-type: none"> • Photo Link: https://www.dropbox.com/sh/fq960gx6ewvow43/AAC8SFZYXRUVMf5UgDMFZ9QRa?dl=0 • Perceived Challenges <p>Other Sites/Options</p> <p>Discussion of path(s) forward</p> <ul style="list-style-type: none"> • Community Commitment • Decision timeline 	
<p>Second Order of Business – New Business and Proposals</p>	
<p>1) Semimonthly PC Calls - submitted by Patty</p> <p>Proposal 1: Biweekly PC calls beginning in January 2018 until a month after the Spring 2018 Playa del Fuego event.</p> <p>1A. Starting in January 2018, the Planning Committee will meet every two weeks to plan Playa del Fuego, Spring 2018. This proposal recommends keeping the biweekly calls until at least a month after the event for debriefing and follow-up.</p> <p>1B. The meetings will alternate between weekends at 12pm EST and weekday evenings, potentially alternating monthly between two days (eg. Tuesdays and Wednesdays) at 8pm EST (or some other time TBD)</p>	

1C. Decisions and proposals to the PC can be proposed during one meeting, discussed for 2 weeks, then voted on at the following PC call.

Proposal 2: New Planning Tools and Organization Ideas for the Planning Committee

2A. Consider using Zoom for conference calls. The organization already has an account in place. It allows calls to be recorded, can hold up to 100 attendees (can go bigger if needed), video and/or call-in function, during-call chats, and screenshare.

2B. Consider using Google Docs for live, shared note-taking during PC calls. Since the PONY is still the primary method of information sharing and storage, this proposal includes the following recommendations:

- Agenda items can be submitted on the PONY topic ahead of each PC call (or sent to the PC Coordinator directly). The PC Coordinator can create a Google Doc specifically for each PC meeting, sharing the link on the PONY before the meeting (2 hours lead time enough? 24 hours?)

- Participants can actively engage in the document during the call individually OR a note-taker(s) can be tasked with collecting notes for the group. Participants will be able to see the document and can comment on (if not edit text directly) in real time. (It'll be important that the primary discussion remain on the phone call to accommodate those who may not be in front of a computer screen.)

- At some time soon after the call, the PC Coordinator will lock the Google Doc, and share the notes in the PONY.

- Additional comments / follow-up from a given PC call will then remain in the thread on the PONY and not within the meeting's specific Google Doc.

2C. Consider that the Org host a Google Drive Folder on our org's Google Drive to support the Planning Committee for admin and event management info so there's a single go-to place for document storage and active working docs for each Playa del Fuego event (similar to the purchasing document used in past

events and the early entry lists). Access could be limited as needed for privacy or edit / view access to specific coordinators for a given event.

- Sample folders include: Art Grant team, Gate, DPW, Purchasing, PC admin, etc.

- The PONY would remain the go-to source for overall info sharing with the broader community, but hands-on-event planning would be more centralized within the PC (and primarily the Coordinators and their teams) within the Google Drive.

Third Order of Business – Announcements and Reminders

1) Upcoming PC Meeting Schedule

- Saturday, December 9