

<p><b>PDF Planning Committee Meeting Agenda</b>  <b>Date:</b> Saturday, February 10, 2018 at 12 Noon EST</p> <p><b>Call-in information:</b></p> <p>Join from PC, Mac, Linux, iOS or Android: <a href="https://zoom.us/j/666258919">https://zoom.us/j/666258919</a>  Or iPhone one-tap :  US: +16699006833,,666258919# or +14086380968,,666258919#  Or Telephone:  US: +1 669 900 6833 or +1 408 638 0968 or +1 646 876 9923  Meeting ID: 666 258 919</p>	<p><b>Purpose of meeting:</b> Planning for PDF18;  Coordinator assignments</p> <p><b>Agenda summary:</b> Land search, Old proposals,  New business, Coordinator vacancies</p> <p><b>Attendees:</b></p>
<b>First Order of Business – Land Search</b>	
<p>Tamaqua site contract update - Patty</p>	
<b>Second Order of Business – Proposal Votes</b>	
<p><b>Multiple Items</b> - submitted by Diana Smiles</p> <ol style="list-style-type: none"> <li>1) <b>Gate Hours:</b> Return gate hours to closing at 8pm on Saturday and Sunday burn nights. Closing at 6 was a dismal failure at Spring '17 as many people are packing and coming and going at that time.</li> <li>2) <b>Volunteer Reserved Ticket Program: Separating reserved ticket program from Constellation.</b> Since Constellation didn't sell out, none of the earned reserved tickets from Spring 17 were used at Constellation and are returned to everyone for PdF 18. As the logistics of tracking the preferences for which burn was laborious, I suggest keeping any volunteer programs developed separate. This makes more sense as we move forward with a new PdF Burniverse and the two events so far apart geographically.</li> <li>3) <b>Separating Gate/Ticketing and Greeters.</b> Historically, Gate and Greeters has been semi-merged under the umbrella of Gate,</li> </ol>	

particularly regarding the budget. Proposal is to formally separate these two departments, and give the Greeter coordinator the flexibility of their own budget, their own contact email address (there isn't one now), and their own standard number of reserved tickets if they don't already have that. Ticketing is more about operations and greeters is about burner education / acculturation. These departments should be separate.

- 4) **Department Reserve Tickets:** Increase standard number of reserved tickets per department\* to six to give coordinators the flexibility to attract reliable volunteers and leadership.  
\*where appropriate, i.e. the WWW team is only 2 people
- 5) **Combine Exodus and MOOP Coordinator into one job called the LNT Coordinator** - these two are essentially the same job, except one is done during the event and one is done after the event, all with the same goal of leaving no trace. Makes sense to simplify and streamline these two roles into one.

**Third Order of Business - New Business and Proposals**

**Multiple Items** - submitted by Patty

- 1) **Art Grants:** Change art grants to be grants, not specific reimbursements for expenses.

We felt this worked well at Constellation and I'd like to propose that the Art Team consider this for PDF. Artists submit W9s and are sent 1099s if they receive more than \$600 in art grants over the fiscal year. If they keep their receipts, I believe they can reduce the amount of income to declare, but artists should seek out a CPA for professional tax advice. Otherwise, artists are paid so long as they bring their piece to the event and it reflects their original submission.

Pros: It's a much simpler process for artists and the event financial team.

Cons: Artists are responsible for declaring income from the grants. Also, since some artists may not spend their full budget on their piece but are given the grant anyway, the cost of Art Grants may be higher than would be if they turned in receipts.

2) **Ticket Sales Process:** Electronic tickets and waivers

The process used at Constellation connected every attendee ahead of time with their personal ticket account, through which they "claimed" their ticket by signing a legally binding contract. As a result, attendees that arrived at the gate were not required to complete a second waiver, unless there had been last minute ticket swaps that were not captured in the system.

Ben, M4 and myself have been discussing ways to make the process even smoother.

Proposal 2b: Since the option for a lottery now exists, I think it's worth bringing up now to confirm that the PC is in agreement with which method to use for ticket sales for PDF 2018. The current model of PDF ticket sales is that people must be in front of their computer at a certain time to be randomly added to a waitlist. The model we tested at Constellation was that people registered ahead of time for the lottery, then were told when they had the opportunity to purchase tickets. Much like the waiver process, we have been discussing ways to make the process even smoother.

Proposal 2c: Confirm how many tickets a participant can purchase at once.

3) **Ticket Prices:** Determine the ticket price based on the event budget, opening up option that ticket prices will not be \$50.

4) **Ticket Cap:** Open up discussion around ticket cap based on coordinators' considerations after first site visit and availability of coordinators to support a larger event.

- 5) **Building a “Main Stage”:** Discussion around whether to use event funds to build a physical stage to replace the "main stage" that previous locations happened to have available for us.

The VVMC had a stage that the PC long ago decided could be used as the event's main stage, which opened up the opportunity for people who did not have their own sound systems play music or perform (ala, the burner musical) on a covered stage with power. Pegasus Farm Campground had a similar stage available, too.

This proposal is to discuss whether the Planning Committee wants to use event funds to build / transport a physical stage this burn. Is a "main stage" for the community core infrastructure, or is it a nice-to-have? What counts as core infrastructure? The purpose of this proposal is to get the PC to consider this in light of what we expect will be an extremely tight budget (if kept at \$50 ticket price point).

The stereo and equipment historically used by the main stage is owned by Playa del Fuego. (and much thanks to Scott for keeping it safe and transporting it.)

- 6) **Prioritizing Expenses:** Determining core infrastructure and key expected expenditures before opening up the budget to non-core infrastructure expenses.

Some ideas of what items should be considered "core" or "vital" to the event running smoothly:

- Truck rental to haul supplies from storage shed
- Wood
- Portajohns
- Golf carts
- Power for HQ (including Volunteer / Part Station), Gate, Rangers, Sanctuary, First Aid
- Pony effigy (which historically does not fall under the Art Grant

<p>category) - Rental of 1 light tower for parking and possibly 2nd for gate</p> <p>7) <b>Prioritizing Road Repairs:</b> Given the discussion on the budget considerations, this proposal is to prioritize road repairs based on required needs as determined by DPW during upcoming on-site visits.</p> <p>May not be necessary or possible to vote on this on the Feb 20th PC call, but it's important to get this on the discussion list now since we don't know what's required.</p> <p>8) <b>Online Ranger Training:</b> Hosting online Ranger training (at least 2 sessions) throughout the Spring to build up the Ranger community for PDF and provide an opportunity to strengthen the Regional Ranger network around the mid-Atlantic.</p>	
<p><b>New Order of Business Proposal</b> - submitted by Diana Smiles</p> <p><b>Withdrawn from being put to vote at this meeting by Diana; for continued discussion.</b></p> <p>Add Agenda Items to the agenda live during the call, as they occur naturally and vote on them the following meeting (two weeks). Rationale: as technology is evolving, so is the needs of the PC. As the PC has begun live editing of the agenda during the meeting and posting that agenda publicly, we are able to wield these tools for faster decision making, while still maintaining transparency and public access. This empowers the PC to make decisions in a timely manner without shelving them for after the call, writing and submitting a proposal, discussing one call, and voting the next. As we attempt to building a burn out of nothing, the amount of decisions, questions, ideas, and plans that will need to be made makes this imperative. * For this burn cycle only, on a trial basis.</p> <p>Added comment by Patty: I support this idea, with the stipulation that the idea be added to</p>	

<p>the PONY during or immediately after the PC call in which it's raised. I don't think that the person submitting the proposal on the PONY necessarily needs to be the person behind the proposal itself - it's more about opening up the discussion.</p> <p>Since the meeting notes are collaborative during each session until locked by Jamilah or Jessica, the notes are accessible to review for members of the community who want to know what was discussed, and then they can share their opinions in the PONY under that particular topic.</p>	
<p><b>Update on MASH Camp</b> - submitted by Radar</p> <p>As you may already know, we have been tweaking things the last few burns, some of which were good, and others that were not so good. We have had a rock star great bunch of volunteers and coordinators in the past and I really appreciate <b>everything</b> that they have done for us. As the only Non-medical member of the team, I owe them a ton of gratitude and applaud them <b>all</b>. But, at the same time we need to rework the way that we do business.</p> <p>Without going into a lot of legalistic terms that should be left to the Board, we are bound by our insurance that we offer <b>First Aid ONLY</b>. Anyone with a medical condition beyond <b>First Aid ONLY</b> shall be referred to outside sources for treatment. We have been slowly creeping out of those boundaries and are failing ourselves at the same time. Last Spring, through the Board, we hired professional services for the overnight shifts. I at that time agreed that this should be done and had been a proponent of such for quite a while. Depending on who you talk to, this proved to be not such a great idea and to others, a miserable failure. But, then again, Spring to most, was a miserable failure.</p> <p>Having said all of this, it is becoming abundantly clear that we need to change courses in a lot of ways. We need to bring back the ethos that we are there to provide <b>First Aid ONLY</b> and if a participant needs anything beyond that that we are to direct them</p>	

the easiest path to medical attention **offsite**. Only where permits for a particular location would require us to have professional medical people available, should we have to have a paid medical team available onsite and in close coordination, with those authorities and in consultation, of our insurance agents and legal teams. This job would go beyond the Planning Committee and shall be the Board's prerogative. I would also recommend to the Board, that should this be ever required, it is to be wholly separate and independent of First Aid.

The Term MASH Camp is synonymous to Medical treatment, so in this sue me society, we need to dispose of that to begin with. I am sad that it needs to go, but we must do so. I am recommending the term **First Aid Team** for the members and **First Aid Center** for the location. Doing so would clearly clarify that we are **First Aid ONLY**.

Over the past summer I was involved with the Constellation Team to create certain protocols for Safety and First Aid. I was able to visit the location overnight to drop off Supplies for the First Aid Center along with radios. At that time I met with Erika Zommer , who ran the First Aid Center for that event. Although I was not available to stay for the event, I have heard from quite a few folks that she did a great job, so I am recommending that she be the On-Site Coordinator for the First Aid Center in the Spring 2018 event.

At this time, my plans for attending Spring are unclear. I will be working with Erika and others involved with Safety to make sure that Spring 2018 Playa del Fuego goes well and that those that volunteer with the First Aid Center are the same rock stars that we have had in the past and we all work to make Playa del Fuego the best we can make it.

Again, I owe a lot of gratitude to everyone that have helped in the past with MASH Camp. We worked as a team and got it done where and when it needed. You are all rock stars! I hope that

<p>everyone and anyone that wants to help with the First Aid Team will continue to do so.</p> <p>And finally thanks to the Coordinators and Board for your continued support.</p>	
<b>Fourth Order of Business - Coordinator Vacancies</b>	
<p>Application available:  <a href="https://goo.gl/forms/IT6PDZnWJWqmOzWt2">https://goo.gl/forms/IT6PDZnWJWqmOzWt2</a></p> <p>Procedure for appointments and nominations of new coordinators.</p>	
<b>Fifth Order of Business - Open Forum Discussion</b>	
<b>Sixth Order of Business – Announcements and Reminders</b>	
<p>1) Winter PC Meeting Dates and Times      Tuesday, February 27, 7:30 p.m EST      Saturday, March 10, 12:00 noon EST      Tuesday, March 27, 7:30 p.m EST</p>	