

PDF Planning Committee Meeting Agenda

Date: Saturday, February 4, 2017 at 12 PM

Purpose of meeting: Continue planning for Spring Burn

Agenda summary: Coordinator updates; review and vote on last month's proposals and review old business; hear new business and proposals; vote on last month's budget submission; review new budget proposals; and planning cycle reminders

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

First Order of Business – Coordinator updates

- 1) Perimeter – Bit thank you to Thudd for all of his work! He is stepping down as Perimeter coordinator and Hudson is stepping up. Welcome Hudson!
- 2) Planning Committee – Please welcome Jamilah as our new PC coord-in-training! She will be working with Owsla to learn the ropes and take over in the coming months as we transition through this next burn.
- 3) Others?

Second Order of Business – Proposal votes and old business discussions

- 1) Proposal vote – Closing the Gates Earlier, submitted by Smartie Martie

For future PDF's I am suggesting to officially close the Gates at Midnight on Thursday and Friday evenings. Also to officially closed the Gates Saturday night and Sunday night at 6:00 PM. We seem to always be scrambling for last minute volunteers for these times. I would like the BOD to speak with the Vets about increasing the total number of extra hours, which is 16 hours per burn at 16.00 per hour, total expense for PDF 256.00. Its not going to break the PDF bank

We would need confirmation from The Vets if they are willing to take on the extra hours.

We would need to notify the Web Team for adjustments to the volunteer schedule to reflect any changes for the new Gate hours.

Communication to the community of the following methods about the

changes of the New Gate Hours: web site announcement, notices during ticket sales, posts on FB, notices on the BPE, emails sent out to volunteers by department coordinators, new hours on the ticket.

*Note – This is contingent on whether the Vets are willing to pick up the extra hours. Today we will vote on the proposal for approval, pending agreement from Vets.

2) Handling radios between burns – submitted by Rev. Dave (Nov. 2016)
Talk of moving discussion to PONY but no posting or activity. Any follow up to last meeting's discussion? Input from the BOD?

3) Discussion item - Bring Public Transit to PDF (submitted by Ms. Fidget) **and** Back Gate Greeter cart proposal, submitted by Alfred*

**Two overlapping proposals*

Waiting to hear back from Jim about maximum hauling capacity. Also suggestions of maybe a tractor, or Gators. Any update from Jim (or anyone)?

4) Proposal – (More) Reserve tickets for volunteers, submitted by Smartie Martie

Increasing the ticket cap with volunteer reserved tickets for (ALL) general volunteers, because every volunteer is important to running the event.

From last meeting: Need BOD input as to whether we would increase the ticket cap or if these tickets would come from the general pool. Need details on how many tickets this would entail. Maximum amount of reserve tickets currently is 13 per department. Further discussion should be moved to the PONY. 2E will take the proposal to the next board meeting.

Any updates?

5) Proposal – B.M. Reserve tickets for coordinators, submitted by Smartie Martie

A reserved ticket for Coordinators from Burning Man (and/or other regionals).

Idea still being fleshed out. Any further discussion or updates?

Third Order of Business – new business discussions and proposals

1) Graveling part of the site – submitted by Gabe Brutal

I propose that we need to buy gravel to ensure proper drainage in the back parking lot, and the roadway leading from back parking towards the dumpster. This has been a major safety issue. Cars hydroplane through this area when it gets flooded and could easily crash into people walking the road. A quick google search for pea gravel revealed the following: "The price will vary by location and is dependent on the distance from a quarry or a distributor. The general range for a cubic yard of plain pea gravel is about \$30 to \$35, and a ton will cost about \$40 to \$45." Pineapple did talk to me about ensuring better drainage for the Spring, so it would be good to have the vets liaison contact Pineapple to see what his plans are before we make a purchase. It's bad when even tow trucks and cars with 4 wheel drive are getting stuck in the back parking lot. Having proper drainage will ensure that emergency services can reach us faster, so people will not need to be removed via helicopter. Minutes can save lives. We could put a call out to the community to find good pricing on gravel if need be. I am also willing to personally research gravel prices in the area.

2) One-cycle reserve ticket increase for PC Coord transition – submitted by Owsla (**read with Stage proposal and vote proposal!*)

Add second reserve ticket for the Coord-in-training who will be taking over. One time increase.

3) Proposal - Increase Stage Volunteer reserve ticket headcount from 2 to 4 – submitted by Scott, Stage coord (**read with Stage proposal and vote proposal!*)

During the Fall burn, despite it not being super busy throughout the entire weekend, splitting the stage duties between just 2 of us was a bit more time tied to the stage than most other departments. Increasing our headcount would allow the duties to be split 4 ways, and ensure a better overall coverage for the role. Each volunteer will have to understand the mixer, and be able to troubleshoot gear and add in what comes. To guarantee qualified hands on expensive gear, qualified volunteers are a must.

As I understand it, merely a vote is required to move up to 4 reserve tickets for any department. We are requesting this motion be carried forward for the Spring Burn.

**Note from Owsla – the general rule is up to 3, not 4, but you may still request 4. It generally just bears greater scrutiny.*

5) Revisit rule of all departments being allowed up to 3 reserves, no questions asked – submitted by Owsla after conversations with Hatter (**read in relation to previous two proposals*)

Several years ago the PC voted to create a standard reserve ticket allowance of 3 per department. More recently the details of that vote have been brought into question.

Some claim that the old vote was to let any department claim up to 3 *without* a PC vote. This may be, but it has not been the way the PC has been running in recent years. In recent years the standard action has been to still have a vote, but with the understanding that 3 is the standard allowance such that these votes are generally approved unless there are compelling reasons to dissent.

The other perspective is that the rule was meant to allow any department to claim up to 3 reserve tickets, and that if there were compelling reasons to not approve such *then* the PC would hold a vote to *not* allow the action.

I have found no good way to resolve the matter by looking through the records and talking with people who were present at the time.

I propose we take a new vote (next month) to determine which procedure to use in the future.

Fourth Order of Business – Vote on old budget proposals

1) Rangers - \$980 – submitted by Mythic; *no changes since last meeting*

Printing for burn: \$75.00

Consent Posters

\$75.00 = 30 x \$2.50

Consumables: \$85.00

Juice, snacks \$35.00

Hot/cold H2O bubbler & 2 x 5-gallon bottles \$50.00

Ranger Cart: \$350 00

Golf cart rental and delivery \$325.00

Extra gas for gold cart \$25.00

Uniforms \$470.00

PDF Ranger Uniform Patches \$470.00 = 50* x \$9.38

Fifth Order of Business – New budget proposals

1) DPW, \$888.86, submitted by Karnak

Item	Recurring	Infrastructure	Overall
TOTALS	\$700.00	\$188.66	\$888.66
Incidentals	500		500
UHaul truck rental	200		200
Hand cart replacement for old worn out carts		188.66	188.66

2) Gate, \$6014.00, submitted by Smartie Martie

2 Water Cooler Rental with Hot Water Feature \$50.00 (one for front gate, one for back gate)

10 x 5 Gallons of water \$75.00 (5 front gate, 5 back gate)

Gas for Golf Cart \$50.00

2 Golf cart + delivery fee \$650.00

Hired Gate Crew \$1,300.00

Hired Gate for extra hours \$256.00

Ice \$40.00

Wristbands under 21 and child \$100.00

Fabric numbered smartlock wristbands 1000.00

(trash bags,paper towels cleaning stuff) \$80.00

Batteries aa rechargeable \$60.00

Office Supplies, printing materials \$200.00

supplies to make 100 pendants w/ball chain necklace \$180.00

Greeters Bandannas 80 \$200.00

Citronella candles, incense sticks, tiki torches, tiki fluid (Back Gate) \$80.00

rainbow string \$8.00

Bug spray 30.00

Snacks, Coffee, Hot Coco, Tea, Creamer (Amazon order) \$200.00

UV light x 2 60.00 (one for front gate, one for back gate)

Gas can 60.00 (one for front gate, one for back gate)

Hardware stuff \$70.00

Spray paint 40.00

Safety Vest x 2 20.00

EI wire 20.00

file box for storage of waivers 15.00

Misc supplies 80.00

12v 5a power supply x2 30.00

Letters for PONY sign 24 letters 5.00 each 120.00 (will use Michaels coupons to lower price)

Swag cups 30.00
 Vinyl 30.00
 Frame x2 20.00
 Battery charger x2 40.00
 Plus 6% sales tax for anything purchased in MI
 Shipping cost ?????

Total 6014.00

3) Sanctuary, \$830.01, submitted by Jen Dublin

Shade Structure	\$495.00	Infrastructure	improve function of sanctuary and comfort of guests
Tools	\$7.99	Recurring	zip ties to hang lights and assemble dome
Shade Structure Components	\$8.96	Infrastructure	create comfortable atmosphere
Shade Structure Components	\$7.70	Infrastructure	tapestries to create comfortable atmosphere
Shade Structure Components	\$8.48	Infrastructure	create comfortable atmosphere
Light	\$9.99	Infrastructure	string lights for light and comfort
Cleaning Supplies	\$30	Recurring	laundry to clean blankets and pillows
Log book	\$11.11	Infrastructure	log guests and communication & for guests if they want to write
Office Supplies	\$5.99	Recurring	pens
OTHER	\$13.97	Infrastructure	mandala coloring books for relaxation
Water	\$10.00	Recurring	bottles of water for guest comfort
Printing - Ranger Manuals	\$175	Infrastructure	10 Laminated reusable Sanctuary Training manuals
Table	\$45.82	Infrastructure	a small folding table to hold the radios, supplies, manuals and to keep things off of the ground.

4) Sound, \$330.75, submitted by Pena

Item	Recurring	Infrastructure	Overall
TOTALS			\$330.76
5x decibel meters		\$85	\$85
MURS		\$219.80	\$219.80
4x radio pouches		\$25.96 + \$6 shipping	31.96

5) Stage, \$2016, submitted by Scott

Item	Recurring	Infrastructure	Overall
TOTALS	\$1217	\$799	\$2016
Sub Woofer for Stage		\$799	
Lighting console and lights	\$542		
Mixer for stage	\$200		
Vehicle to transport Equipment	\$400		
T-Shirts, Stage Hand Identification	\$75		

6) Theme Camp Placement, \$113.00, submitted by Katherine

Item	Recurring	Infrastructure	Overall
TOTALS	\$113.00	\$0.00	\$113.00
Bamboo Skewers	\$15.00		
Flagging Tape	\$65.00		
Laminated Maps for Gates & PS	\$33.00		

7) Volunteer / Participation Station \$2030, submitted by Diana-Smiles

Infrastructure \$945

Reoccurring \$1085

Water	25	Rental of base
Water	25	Water jugs
Golf Cart	325	golf cart and water estimates are from last cycle's budgets
Gas	25	
OTHER	70	Apryl's roving recruiter project lamination, printing, oil pens
Office Supplies	40	binders, page protectors, sharpies etc
Food	75	snacks, tea, hot cocoa, coffee
OTHER	100	badge reels retractable, for volunteer laminates
Cleaning Supplies	20	
Buttons	200	
Extension Cord	35	2 extension cord and 1 power strip weatherproof boxes
Shade Structure Components	60	4 replacement poles for those damaged in the hurricane
Shade Structure Components	80	8 footers for the PS structure because it sank in the mud on one side, leading to the damage in the hurricane

Table	60	6 ft, folding, white.
OTHER	40	signage, corrugated plastic board and reflective tape (I have spray paint),
OTHER	600	RADIOS 6 Puxing PX 888K - items not purchased last cycle due to shipping time issue
Food	\$250	Item entered by Epic. Breakfast for early morning volunteers to be served as an incentive to fill early morning shifts (open to all departments). Also, "Super Volunteer" Luncheon/Dinner to reward top volunteer(s) per department (determined by # shifts, attendance, and coordinator feedback/nomination)

Sixth Order of Business – Announcements and reminders

1) SPRING TICKET SALES DATES

- Round 1 - Sunday, February 26th (noon)
- Round 2 - Wednesday, March 15 (9 PM)

Reserves open - Sunday, March 26

Reserves close - Tuesday, April 25 (4 weeks before PDF)

2) Upcoming meeting schedule

- Sunday March 12
- Saturday April 8 **OR** Sunday April 9; depends on if anyone else has stepped up to be PC coord or can for this meeting date (i.e., Owsla cannot do the 8th)