

## PDF BOD Agenda

July 10, 2017

8 pm EST

**Attendees:** Damian, Bryan, Patty, Millie, Ursula , karnak, Gandhi

**Current Board members:** Patty, Gandhi, Damian, Lizard, Monster, Karnak, Boru, Millie, Ursula  
Quorum - 5 people

-----

Begin - 8pm EST

### Agenda:

#### General Board

- Check-ins
- Approve June 19, 2017 Minutes
- Approved
- Conduct Committee - Current Complaints Update
  - Call was rescheduled, everything else is pending.
- Scheduling Upcoming Board Meetings
  - Retreat: July 21--23 in Philadelphia
  - Proposed: Monday, August 7
  - Proposed: Tuesday, September 12
- Scheduling Upcoming Event All-Team Planning Meetings
  - Proposed: Tuesday: July 18, 8pm EST
  - Proposed: Tuesday, August 1, 8pm EST
  - Proposed: Monday, August 14, 8pm EST
  - Proposed: Thursday, September 7, 8pm EST
- Board Retreat
  - BOD Retreat Agenda
  - BOD 2017 Retreat Logistics
- PDF Board Committee Updates:
  - Event Management: Spring PDF : Ursula
    - Land Search Update
      - Nothing new to report.
      - One more site to research soon.
      - Permit requirements?
      - Need for water on site (potable not requirement)
    - PC Meeting schedule
      - Can PC meetings be on different dates / times? What would be required for that?

## PDF BOD Agenda

July 10, 2017

8 pm EST

- Storage Units
  - 10x20 approx \$200/mo. No shelves, but plenty of space.
  - External access
- Event Management: Fall 2017 : Monster
  - Please fill this out re: your leads:
  - Site visit this weekend
  - Need volunteer signups ASAP
    - Volunteer schedule needed
    - Radio check-out schedule
    - Golf Cart schedule
- Land Purchase / Land Search : Monster
  - Jack has a proposal for looking at land purchase
    - We'd own it, but likely a conservation restriction.
    - It'd be a deal with a gov't agency that we're only doing an event twice a year, would be limited in use
    - Right now, he's only considering looking in MD
    - Investigation only, not committing us to anything.
  - Auctions can be scary, limited in how much assessment you can do.
  - Will discuss land purchase at retreat
- Governance and Finance : Patty
  - Lawyer for WVa search
  - Finance categorization overhaul for QB
- Community Art Grants and Civic Responsibility : Millie
  - No new update now
- Communication and Technology : Gandhi
  - Website for Constellation up and running, hosted houstonburners.org
  - Gandhi, Ben, Boru working for ticket system
  - Discussion around consolidating logins & IP assets
  - Messaging strategy
  - Redundancy
- Consent (Rename, Conduct Committee) : Damian
  - Consent call scheduled for 7/18

### Spring 2017 Event

- Ranger and MASH Debrief : Damian
- Storage Unit in DE : Karnak - see above
- Reimbursements update
  - Final ones received, final check-up with others.
- Afterburn Reports - Ursula collecting

## PDF BOD Agenda

July 10, 2017

8 pm EST

### Fall 2017 Event

- Site Visit, July 15th - 5pm at the open sided barn behind one of the stages
- Sphere Lead: Roles and Responsibilities
- Department Leads: Roles and Responsibilities
- Event Management Structure doc
- Sphere Lead Updates:
  - Art and Community
    - Have 9 people as Coordinators for the Sphere, no official Sound yet. Dave Ringer likely stepping into that, folks from Stage team.
    - Intro email for the team, given access to the Arts and Community Folder
    - Instructions to review documents: Art Grants, Fire Arts, Mutant Vehicles, Sound Policy, etc.
    - To do: Theme Camp app questions, and mutant vehicle
    - Sound Policy
      - Do we want to determine sound for camps based on placement? How close they're placed to other camps, other sound camps.
    - Art Grant Applications Update
    - Theme Camp Applications Update
    - Mutant Vehicles Update
      - Bryan to review flame effects policy
    - Volunteer Recruitment
  - Operations and Logistics
    - Having team call after site visit
  - Safety
    - First Aid
    - Fire Safety
    - Safety Plan Update
    - Fire Plan Update
    - Conclave
      - Leslie Elmore
  - Communications
    - All same from last Planning call.
  - Finance
    - All same from last Planning call
- Key Coordinators to be Filled
  - Update Coordinators here:  
<https://trello.com/b/ovtdj00s/constellation-2017-event-planning>
- Website Content

## PDF BOD Agenda

July 10, 2017

8 pm EST

- Departments will continue to submit content as complete.
- Pegasus effigy pic? Anyone? ([what year was it?](#))
- 
- Planning Meetings
  - Video Conference Tools
  - Dates of Planning Meetings (see above)
  - Event Team Intro Call
  - Department Calls
- Department Specific Volunteer Trainings
- Ranger Trainings
  - Gandhi will lead coordinating Ranger Trainings pre-event.
  - Links to FEMA trainings on PDF/Constellation website? Possibly create other burn specific training modules to post.
  - Training event as originally conceived would have been at FBL. Not sure about alternate location.
- Radio Rental / Purchase Decision
  - Karnak collecting info on existing radios, working out rental plan
    - We have quotes (from catharsis) and if it matches there's a company that's cheap we had good results w/ at catharsis (and frostburn uses also)
- Constellation 2017 Communication Strategy
  - Newsletter: Mailchimp
    - Content for first newsletter this week
  - Social media

Anything else?

- Projector for BOD Retreat
  - Monster will bring, Boru will bring HDMI cables
  - Millie will go to Costco

////

## Land Search

- Upcoming Announcement and Updates?
- New goal: Spring 2018 - Identify alternatives to VVLVMC
- [Land Search Documents](#) ... collated all known work product to date
- Thoughts on engaging with government officials to identify property
- Updating Google Drive docs for access by Land Search Team