

**FirePony Creative Society -- Board Meeting**  
**November 25, 2019 -- 6:00 pm ET**

**Attendees:**

**Current Board members:** Karnak, Boru, Millie, Ursula, Caitlin, m4

Attendance: Caitlin, Ursula, Millie, Boru, Karnak, m4

Quorum - 4 people

**To approve:**

- **OCT 20, 2019: Meeting Minutes:**

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**Agenda**

- Welcome and Check-ins
- Review and Vote on October 20, 2019 Minutes
  - Minutes unanimously approved
- BOD Nominations
  - Discussion and votes
    - Diana Smiles
    - Epic
    - Jake Pockets
    - Miles
  - Notification and Onboarding Plans
- Social Media guidelines
  - Action paragraph has been updated and ready for review and additional wordsmithing by BOD
  - After, BOD wordsmithing, we will send to Producers and PC Chair to review and make any additional suggestions
- Ranger Council Update - who is on point here? TBA in Dec
  - Add to SOP: Ranger lead - BOD meeting pre-event

**OLD BUSINESS (Includes outstanding items from previous meetings):**

- Discuss Liability and Safety issues at burns - **SAFETY COMMITTEE**
  - **GOAL: Compile list of safety concerns from Slack**
  - Driving at night
  - Considering some kind of safety check-in with various departments (Conclave, burnable art, gate, parking, etc.)

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- BOD needs to come up with the departments and the safety concerns
- Move this conversation to slack. One thread per department, everyone can chime in on safety concerns for that department - Thread Created! (September 23rd)
- Spring 2019 Board Retreat Follow Up
  - Discuss 2020 retreat timing
    - Send out doodle poll for dates by end of year (after new members selected, informed and initial onboarding)
    - Decide location by mid January (Find 3 choices to vote on) - will find three choices
    - Book location by the end of January
    - Have all members complete a leadership survey. Use it and information from feedback forms to decide on team building activities at retreat. - Millie will work with Ursula on team building and leadership activities
  - 2019 BOD Retreat Notes
    - Collecting retreat notes - and pulling together draft of retreat report - WIP
  - 2017 Board Retreat Notes
    - Patty/Ursula still working on 2017 board retreat report
  - GLC Sponsorship of one Board member - to research costs
    - Admission
    - Room and Board - Stipend
    - Travel

<< m4 left >>

- Committee Updates:
  - Community Art and Civic Engagement
    - MALC
      - Last MALC planning call was 10/28 and well attended by Philly crowd
      - Tentative date selected for beginning of November 2020
      - Philly crew looking for venues based on that date
      - Next meeting 1st week of December
    - Grant cycle is open until November 15th - 1 application submitted
    - onboarded additional members on Saturday at 0930
    - met with DCRA for opportunities around vacant properties/lots
    - Had open call meeting with DC community on Saturday at 10:30am to discuss project and possible ideas. Was well attended call with good conversation. Next steps is getting further input from community to have a plan submitted to DCRA by November 29
  - Finance and Governance
    - Recruiting of New Board Members - handled above
      - Announced/Informed ASAP after the BOD meeting

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- Role of BOD wrt Events
  - ROLE of BOD at PDF - proposal
- Finish removing ex-Board members from FPCS
- Treasurer Update
- Update Trello, assign tasks, label according
  - BOD members to talk about which trello items are still valid
- From retreat: Design Corporate Seal
  - Have reached out to artist
- Bylaw updates - Mostly paperwork. Follow-up with Monster
- Mailchimp 2000 person limit
  - working on a more cost effective way to send newsletters to our entire population
- Technology Committee
  - Technology meeting is coming after Constellation.
    - Boru, Karnak, Hatter, m4
    - Nov 6
  - Finish removing ex-Board members from FPCS
  - Need a better tech offboarding for things like Slack, websites, Trello, Drive Documents.
  - We used shiftboard for the most recent MALC. We can investigate this for future burns.
  - Ticketing
  - Need to post IRS filings from 2019
- Event Planning - Logistics
  - TO DO
    - NEXT STEP:
      - Producer meeting
      - PC proposal not yet, in January
    - List of conversations that need to be had - Karnak
      - Cost comparison Analysis - done
      - Time Comparison Analysis
      - Work flow adjustment, logistics improvements
      - Asset relocation and division.
      - Site improvements
      - Storage
    - Splitting Events
      - Cost benefit analysis
      - Container On site? Costs agreement?
      - Quartermaster to give an accurate breakdown of what each event would cost in a split
      - What needs to be duplicated.

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- What will be shared no matter what
  - Need clarity around storage location and access (on site vs nearby)
- Land Purchase - Boru
  - Feasibility Study
    - Prioritize this to happen before the retreat
    - Link to articles and companies in region who do feasibility studies
      - <https://www.visiononeprojects.com.au/blog/beginners-guide-under-standing-feasibility-studies>
      - MD company that does studies -> <https://www.prospectus.com/maryland-feasibility-study/>
      - DMV Company -> <https://www.kcw-et.com/land-planning/>
  - Moving Land Fund to a separate board?
    - Org board would own the land or land account
    - Event board would handle event level issues like budgets, rangers, etc
    - Need some research
    - Contact Transformus folks for info on how they do it - Boru, Ursula
      - They don't do it this way
    - Authorized to spend up to \$500 consulting a lawyer on this issue
      - Approved by 5
- Event Planning - Constellation
  - Afterburn status
    - Report
    - Budget
  - Event Outstanding Issues
  - Event wrap up - Lessons learned
    - Need a written out escalation procedure - **will work on this for the 2020 retreat.**
    - BOD members and leadership engaged in an incident should write a report on that incident
    - Need a review meeting with Producers
      - Capture pros and cons
      - schedule meeting - Doodle poll sent
- Event Planning - PDF
  - Ticketing changes
  - Next Year's contract
    - Reached out to owner -
    - Contract is out for signature
    - *Tabled* - Multiyear?
      - Work flow adjustment, logistics improvements

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- Asset relocation and division.
  - Site improvements
  - Have talked to landowner. He is amenable to mowing changes. First draft of contract is pending
    - Need to gather owner requests
      - Length of grass
      - Circuit on lodge for our use.
    - [Leadership Openings](#)
    - Meeting after TTitD with City Planning - Pending
  - Boru to schedule a meeting - post Constellation
    - Reviewing email list
  - Define capital purchases needed (was in new business from last mtg)
    - Radios - need to look into new purchases
    - Fire equipment/perimeter
  - submitted PDF 2020 for approval as regional event. Waiting on approval from BM Events Team
- Upcoming BOD Calls
  - Sunday, December 15th 6PM
- New Business
  - Strategic Plan
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- Anything Else?