

FirePony Creative Society -- Board Meeting
December 15, 2019 -- 6:00 pm ET

Attendees:

Current Board members: Karnak, Boru, Millie, Ursula, Caitlin, m4, Smiles, Miles, Epic
Attendance: Caitlin, Ursula, Karnak, Millie, m4, Boru, Miles

Quorum - 5 people

To approve:

- **Nov 25, 2019: Meeting Minutes**

Agenda

- Welcome and Check-ins
- Review and Vote on November 25, 2019 Minutes
 - Approved by 6
- Welcome new BOD members
 - Vote to not count missing this meeting against Diana and Epic
 - Approved
- Social Media guidelines -
 - Document has been sent to Producers for review - Caitlin
- Ranger Council Update - **who is on point here? TBA in Dec**
 - Currently consists of Gandhi, Inkwell, Wax, Sauerkraut.
 - Add to SOP: Ranger lead - BOD meeting pre-event
 - Bryan will be the temporary point of contact between the BOD and the Ranger Council. Contact sometime in the next month to take the pulse.
- Committee Assignments
 - Finance and Governance - Ursula (President), m4(Treasurer), Caitlin(Secretary), Miles (Treasurer)
 - Land - Millie, Miles, Ursula
 - Event Oversight: PDF - Bryan, Karnak, Miles
 - Event Oversight: Constellation - Karnak, Caitlin
 - Conduct - Millie, Caitlin, Diana?
 - Technology and Communication (Old Committee)
 - Technology (New committee split off from Communication) - Karnak, m4
 - Communication (New committee split off from Technology) - Caitlin, Diana?, m4
 - CACE - Millie, Epic?

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- Safety Committee - Bryan, Epic?

OLD BUSINESS (Includes outstanding items from previous meetings):

- Discuss Liability and Safety issues at burns - SAFETY COMMITTEE
 - GOAL: Write the charter for the Safety Committee
 - Driving at night
 - Sober operation of golf carts
 - Considering some kind of safety check-in with various departments (Conclave, burnable art, gate, parking, etc.)
 - 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 March 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
 - Still working on 2017 board retreat report
 - GLC Sponsorship of one Board member - research costs
 - Admission
 - Room and Board - Stipend
 - Travel
 - Costs have not yet been released as of December meeting
- Committee Updates:
 - Community Art and Civic Engagement
 - MALC
 - No updates
 - Grant cycle is open until November 15th - 1 application submitted
 - In review cycle
 - Announcement comes out 45 days after grants close

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- Finance and Governance
 - Role of BOD wrt Events
 - ROLE of BOD at PDF - proposal
 - Action item - Review draft
 - Finish removing ex-Board members from FPCS
 - Wells Fargo, FSA, PayPal, other?
 - Meeting at Wells Fargo on Friday 12/20
 - Leadership On-Boarding/Off-Boarding Guide
 - m4 to add insight about Google Suite
 - Action item - review and add new content as suggestions
 - Treasurer Update
 - Quickbooks hand-off is pending
 - Consider switching to cloud
 - Constellation payments - complete
 - Need a PayPal beneficial owner
 - Update Trello, assign tasks, label according
 - BOD members to talk about which trello items are still valid
 - Meeting will be scheduled
 - From retreat: Design Corporate Seal
 - Have reached out to artist
 - Bylaw updates - Mostly paperwork. Follow-up
 - Mailchimp 2000 person limit
 - working on a more cost effective way to send newsletters to our entire population
- Technology Committee
 - We used shiftboard for the most recent MALC. We can investigate this for future burns.
 - Ticketing
 - Will likely have to use for one more event
 - Need volunteers to help maintain the system and fix bugs
 - Trello
 - Sorting out permissions for systems in place
 - Need to post IRS filings from 2017 and 2018 - DONE
- Event Planning - Logistics
 - TO DO
 - NEXT STEP:
 - Producer meeting
 - PC proposal not yet, in January
 - List of conversations that need to be had - Karnak

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- 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.
 - What will be shared no matter what
 - Need clarity around storage location and access (on site vs nearby)
- Land Purchase
 - 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
 - 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
 - Event Outstanding Issues
 - Need to follow up with Ice Company to verify that invoice is paid
 - Event wrap up - Lessons learned
 - Need a written out escalation procedure
 - Need a review meeting with Producers
 - Capture pros and cons
 - to schedule meeting - Doodle poll sent x3

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- Event Planning - PDF
 - Ticketing changes
 - Need volunteers to help maintain the system and fix bugs
 - Next Year's contract
 - Reached out to owner
 - Contract is signed
 - [Leadership Openings](#)
 - 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. - Approved and listed
 - Email about the event to be shared with coordinators
 - Last PC call happened on 12/11
 - Tentative ticket sales dates
 - Round 1 - last week of February (09 Feb)
 - Round 2 - Second week of March (11 Mar)
 - Art Grant dates set
 - Preliminary date of 17 January
 - Temple & Effigy would be 45 - 60 day Open call time
 - Reg Art Grants would be longer
 - Committee is considering two rounds of approvals.
 - Motion to create a separate Temple art grant
 - Motion to take 20% from ticket sales for art
- Upcoming BOD Calls
 - January 13th, 7pm
- New Business
 - Strategic Plan
 - Motion to split the Technology and Communication committees
 - Motion passes
 - Motion to create a Safety committee
 - Performs oversight checks for departments at events
 - Documents safety plans for future events
 - Motion passes
- Anything Else?
 - yes