

FirePony Creative Society -- Board Meeting
March 23, 2020 -- 7:00 pm ET

Attendees:

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

Quorum - 5 people

To approve:

- **February 9, 2020: Meeting Minutes:**

Agenda

- Welcome and Check-ins
- Review and Vote on February 9, 2020 Minutes
 - 9 approve
- Event Planning - PDF
 - Upcoming PC Meeting 3/24/20 at 7pm
 - Monthly meetings after 3/24 to strengthen the PC vision and rulebook
 - SMA Update
 - Cancellation of PDF in response to COVID-19
 - 9 approve
 - Plan and Contingency
 - write first draft of community message
 - Art Grants - Drafted
 - Community - Draft to BOD tomorrow AM for review
 - Ticket transfers have been stopped
 - Communication to Landlord is a priority
 - Communication to PC call tomorrow
 - Communication to Raspa
 - Cancellation of vendors
 - We did not make any deposits yet to vendors, but we need to notify
 - Landlord will refund deposit due to circumstances
 - In case of Cancellation how do we refund tickets?
 - Need to figure out who has transferred tickets to determine who is owed money
 - Compile a report consisting of dollar amounts and email addresses

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- Do we want to give them three options: refund, donate, keep my ticket for next PDF
 - Donations will cover operating costs and any overage will go to art grants
 - write out first draft of FAQ
 - March 31st to April 15th
 - Default option is refund
 - In case of cancellation how do we handle art grants?
 - Short art grant period to reaffirm 2020 art grant or adjust their application - end of December to January
 - Are participants that were evicted from one of our events welcome at another?
 - What about art grants?
 - Define capital purchases needed (was in new business from last mtg)
 - Radios need to look into new purchases
 - Fire equipment/ perimeter
 - Last PC call happened on 2/20
- Social Media guidelines -
 - Link to updated document
 - Document has been sent to Producers for review - Approved
 - Begin distribution
 - Collect emails for Adobe Sign
 - Done for pdf
 - Need the Adobe Sign version
 - Board to sign in the next couple of days
 - Done
- Ranger Council Update -
 - Add to SOP: Ranger lead - BOD meeting pre-event
 - Contact sometime in the next month to take the pulse.
 - One Ranger lead for PDF, with most khaki shifts filled so that the ranger lead is not stretched thin

OLD BUSINESS (Includes outstanding items from previous meetings):

- Spring 2020 Retreat timing
 - Next steps
 - Are we having the board retreat?
 - Cancel in person retreat
 - Keep Saturday open for online meetings
 - Millie and Ursula to work together on agenda, team building exercises and items to collect beforehand such as leadership survey, top goals, etc.
 - 2019 BOD Retreat Notes

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- Collecting retreat notes - and pulling together draft of retreat report -
DONE - Post to website
https://docs.google.com/document/d/1AJYRLIE2Ap9ZVslWNzQ9p45JkDb_oKOef9hOvWk0SMjc/edit#
- 2017 Board Retreat Notes
 - Will update website to reflect lack of full retreat notes
- Strategic Plan - talk about at Spring retreat
- Committee Updates:
 - Community Art and Civic Engagement
 - Need to figure out what next move is for MALC
 - Meeting April 6th
 - Finance and Governance
 - Official Vote on Miles taking over as Treasurer
 - 8 approve, 1 abstains
 - Role of BOD wrt Events
 - ROLE of BOD at PDF - proposal
 - Action item - Review draft - **All Board**
 - Finish removing ex-Board members from FPCS
 - Still need to change PayPal password and transfer Google Drive ownership
 - [Draft] Leadership On-boarding/ Off-boarding Guide
 - add insight about Google Suite
 - Action item - review and add new content as suggestions - **All Board**
 - Change owners on Google Drive documents from former board members
 - Treasurer Update
 - Quickbooks hand-off is pending
 - Update Trello, assign tasks, label according
 - BOD members to talk to M4 about which trello items are still valid
 - Meeting will be scheduled by m4
 - From retreat: Design Corporate Seal
 - Have reached out to artist
 - Bylaw updates - In April meeting for Governance and Finance
 - Talk about updating handbook to reflect bylaws better
 - Technology Committee
 - We have had several people reply to the call for developers
- Event Planning - Logistics

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- PDF
 - Can't physically go and split the inventory at this time
- Constellation
 - Karnak will reach out to producers to see that they discuss the split and storage discussion
- Land Purchase
 - Feasibility Study
 - Prioritize this to happen before the retreat
 - to set up a meeting
- Event Planning - Constellation
 - Event wrap up - Lessons learned
 - Need a written out escalation procedure
 - Producer meeting late January/early February
 - Tracking down the afterburn report - mid February ETA
- Safety Committee - Bryan, Epic
 - **GOAL: Write the charter for the Safety Committee**
 - Safety Committee Charter Draft
 - Action item - Review draft - **All Board**
 - Membership invites needs to be determined
- Upcoming BOD Calls
 - April 4th - Hold time for retreat topics
 - April 21st 7pm
- New Business
 - Distribution of Burning Man tickets
 - Wait for more information on whether Burning Man is going to happen
 - Announcing the Mentorship Program
 - Window closes on April 20th
 - Let our coordinators know of the opportunity around April 10th
 - Are board members whose term ends in June going to continue for another term?
 - Karnak - yes
 - Millie - yes
 - Bryan - yes
- Anything Else?