

FIREPONY CREATIVE SOCIETY

Board of Directors Monthly Meeting Agenda

April 18, 2024

Zoom:

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/7506604772>

firpony.org/zoom

Meeting ID: 750 660 4772

Current Board members: m4, Smiles, Miles, David, Wax, Aye, Lotus, Hatter, Cramer, Tovia- 10 people

Attendance: Smiles, Disciple David, m4, Lotus, Miles, Whatever, Wax, Tovia, Hatter

Quorum - 6 people

Agenda Review and Update Time

Upcoming Board Meetings:

- May - MANDATORY SAFETY (DD: This is not a Board Meeting)
 - No board meeting in May (event)
 - PC Safety May 19 at 7pm
 - Board Escalation Process May 13 @ 7pm
- June
 - Sunday 9th

Review and Vote Prior Meeting Minutes:

January 2024 Board Retreat - WIP

March 2024

Motion to approve prior minutes:

March Vote: passed unanimously

New Business:

Mayor

- Hatter!

Board Nominations

- Decision to stagger nomination cycle to this winter
 - Staggers off-cycling so not always between event planning cycle
- How can we do it better?
 - Transition Timeline for folks to transfer their coordinator duties
 - Recruiting
 - Always be doing it
 - Set clear expectations when talking with community members and potential nominees

On-site burn tech (Ticket check-in, cart waivers, etc)

- Chromebooks were purchased in order to help several departments run more efficiently at events
 - Gate: pair of chromebooks along with a hotspot provided by m4 to access peacock
 - Super Mario will still be there
 - Rangers: Chromebooks for Ranger logs. Cart agreements and to check in and out radios. Server running at rangers for this
 - Asset labels for radios, QR codes to track
 - Tracks by wristband number and name, email
- need a book for gate explaining how to run Peacock for volunteers, will be added to the binders

Cramer/Miles role swap/transition

- To align with operational needs and volunteer capacity, Miles will now be one of the Constellation liaisons and Whatever is accepting the role as treasurer

Old Business:

- Vote of No Confidence Procedure
 - Holdover from last month, we will leave the agenda item for now so that we can collaborate and review this document

Event Operations Committee

- How's it going?
 - Some delays here and there with moving forward. Good movement with the cart agreement and radios
- What's Working?

- Slack channel to help with topics
- What isn't Working?
 -
- How can we help?
 -
- New Topics
 - Radio Repeater and Commercial License
 - Repeater worked well at site visit. Some minor bugs to investigate
 - PDF landowner has offered us a place to mount the antenna
 - Working on FCC application for license, may not have process complete by PDF unfortunately
- Prior Topics
 - Event Info accurate BMOrg site
 - Verified as correct
 - Sharon Giggles is our RC
 - Vehicle Agreement (aka Golf cart agreement) has been finalized.
 - Vehicle Agreement
 - Will be voted on in slack within 48 hours
 - Note - vote in slack passed
 - Art car agreement in process
 - ASL Accessibility
 - Operations using dry erase clipboards for all departments and suggests that camps to have scripts for some of their events so people can read along.

PDF Planning (Hatter):

- How's it going?
 - Things are going well. No major issues currently, working on Art Car agreement and working with PC on how to implement it
- What's Working?
- What isn't Working?
- How can we help?
- Ticket Cap
 - Officially raised to 1200 and sold out!
- Art Grant Contracts
 - All paid except for 1 contract
- Contract
 - Contact is fully paid (1st and 2nd payment complete)
 - Contract is signed by all parties
 - Relevant Dates City map 3 weeks out, safety plan by 4/28/24. Potty plan and number of participants to be provided one week out. Power plan one week out.
- Work Weekend

- Went well.
- Some of the equipment for sanctuary (soft textiles) were taken home by the former Sanctuary coordinator. Working Fiona to see how to retrieve that and put a procedure in place to make sure it doesn't happen again.
 - Fiona has resolved this, everything will go into storage this year
- Insurance
 - We are pinging them weekly. Back and forth with the underwriter
- Budget / Coordinator Purchases
 - Working with coordinators now
- Safety / Rangers
 - Safety Plan - work in progress, will be ready for safety meetings
- RIDE - see CACE
- Vendor Payments
 - Whatever take over this process as Treasurer
 - Board liaisons should have their own debit card to make purchases for their events
 - Golf Cart
 - Paid
 - Ice
 - Need to confirm if paying for unused ice
 - Replacement/spare transaction device has been ordered
 - Potties
 - Paid
 - Wood
 - Ordered, paid for on site
 - Light Tower
 - Contract signed, paid on-site
 - Uhaul truck
 - Not reserved yet, happens closer to event
 - Dumpster/Bagster
 - Not doing this
 - Pickup would have to be a holiday
 - DPW will be doing trash in the truck like before
- Wristband Purchase
 - Order is placed and they have payment info.
- Security:
 - Verbal agreement with the person who did security last year
 - Independent contractor
- Post Burn Survey
- AB Reports
- Other / New

Constellation (Aye, Miles):

- How's it going?
 - Slowly right now. We are meeting with producers on Monday to discuss volunteer leadership recruitment
- What's Working?
 - First deposit paid.
- What isn't Working?
 - Verbal agreement on contract, Teaberry Productions has not reviewed the final version of the contract.
- How can we help?
 - Always be recruiting!
- Virtual retreat
- Ticket Cap
 - Staying the same as last year or less.
 - Cap cannot be raised until we have all positions filled and back filled
 - Focus departments: Rangers, medical, gate, parking/traffic
- Ticket Price
 - Same. \$100. No carpasses, No Rv passes.
- Ticket Sale Dates (not finalized)
 - Round 1 - proposed July 1
 - Reserve -
 - Round 2 - proposed August 4
 - No ticket sales from July 24-August 8, tech not available
- Art Grant Contracts
 - Status - knowledge transfer for board liaisons in process
 - Will get dates next meeting
- Contract
 - Waiting on red lines from Teaberry
- Work Weekend(s)
 - No dates set
- Insurance
 - Need to wait till 90 days out to initiate.
- Budget / Coordinator Purchases
 - Build phase
- Safety / Rangers
- Vendor Payments will start this in June/July hopefully after ticket sales
 - Golf Cart
 - Ice
 - Potties
 - Wood
 - Light Tower
 - Storage Move
- Wristband Purchase
- Ticket Aid Form

- RIDE - see CACE
- Post Burn Survey
- AB Reports
- Other / New

Finance and Governance (Dave, Miles, Whatever, Lotus, Aye, Tovia)

- General update and news
- Tax filings
 - Maryland State return due 4/15 has been substantially completed but was not final by the due date and extension filed
 - Form 990 Fed taxes will be submitted on time (Due May 15, expect no extension)
- D&O payment update (Deadline is May 22)
 - Status
- Event overages
 - Working on formal plan of how/when to sweep overages into FSA
- Mailing address and Service / Registered Agent in one.
 - Complete - Registered Agent for our company is through Legal Zoom
 - Complete - Mail Forwarding service for our company
- Bank Move
 - Committee met with cost impediment when attempting to move to Quickbooks as system of record for bank disbursements.
 - G&F will meet within the next two weeks to list requirements that define a solution
- Align Budget Categories across events
 - Budget categorization will be pursued using “Category” classifications for each transaction in QuickBooks
 - Status: Categorizations are already in place and operating effectively.
 - FSA Accounts must be segregated by intended use and different risk profiles assigned
 - Currently reviewing a model that calculates the value for the land fund effective 4/1/2024. Due to no official meeting in May this will likely be updated in June, and implemented effective 7/1.
 - Working on Proposal to break out the FSA funds into 3 categories
 - Land Fund
 - This is earmarked for Land
 - Rainy Day Fund
 - Emergency Fund
 - Organizational Growth Fund
 - Community/CACE/RIDE/MALC/New Initiatives
- Reports
 - 2023 P&L
 - <https://firepony.org/wp-content/uploads/2024/03/2023-Profit-Loss-Statement.pdf>
 - Review for publishing

- 2022 Annual Report
 - 99% done
- 2023 Board Retreat Report
 - Draft - WIP
- 2023 Burning Man AB Reports
 - Complete!
- 2023 Annual Report
- 2024 Board Retreat Report

Technology Committee (m4, Wax, Hatter):

- General update and news
- Hardware Purchases Update
 - Complete. Discussed above.
- Keeper
 - Purchased additional profiles
 - Still need to give to comms
 - Google announced plans for a shared/family password manager last month. Will eliminate the need for Keeper once released.
 -
- PeaCock
 - Is awesome
- Transitioning m4's departure
 - Noooo don't go!

Safety/Ranger Committee (Wax, Lotus, Dave, Tovia):

- General update and news
- Updates
 - Tovia had a good conversation with Fenriss and Ahnee about training and general ranger department issues
 - Want to try to put together DC and Philadelphia in person training before the PDF event
 - Lots of good rangers are returning
- Safety Training
 - Discussion
 - Loop in impacted parties
 - Rangers leads, rangers, safety departments, liaisons, Fiona, don't forget Ranger Pax!
 - Stonehedge again
- Radio Focus Group
 - Tovia, Whatever, Hazmat, Karnak, m4
- Other / New Topics

Community Art and Civic Engagement (Lotus, Wax):

- Tabled for time in March
- General update and news
- Burner Art Odyssey
 - Alexandria Virginia's Torpedo Factory 4/27
 - As of this morning, counts are 35 "Going" and 70 "Interested"
- RIDE
 - Status & Updates- Ride form for PDF is Live, we are having a call April 2nd to discuss.
 - 18 total applicants so far
 - 13 first time attendees of PDF
 - 4 total absolute first timers
 - 1 applicant self identified as "Not BIPOC"
 - 9 vocalized interest in joining ride, another solid handful as "Maybe"
 - 13 people left comments stating appreciation for this program <3
 - 100% of applicants are open to a post event feedback form.
 - Recruited help
 - We will be working on a post event feedback form together, and have it ready before the event.
- MALC 2023 Wrap Up
 - Report status?
 - Report was finalized by Patty and has been shared with the Local Leadership Event Organizer group associated with Burning Man
 - Finalized Budget
 - Art Grant Recipients
 - No response from MALC team
- 2024 CACE Grant Series
 - Discussion
 - Maybe
 - Lotus would like to focus on this but her focus right now is on the Conduct committee
 - Create accountability policy
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 - Website Update
 - Review and Update published info
 - Work in progress
- Local Workshop Events
 - Focus on non-alcohol locations
 - Possibilities: Libraries, burner-friendly / owned businesses and properties

- Philly
 - Lancaster
 - DC/Baltimore
 - DC
 - Wax's event at Maryland Meadworks (not official FirePony)
 - Huge response!
 - Art fund donations
 - Possible URL/QR code for interested people/artists
 - Art Odyssey
 - See above
- - Other / New Topics

Land Committee (David):

- Note: March Meeting canceled. No Update. Will realign and reform with updated Board direction.
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Conduct Committee (Lotus, Smiles, Aye):

- [REDACTED]

Communications Committee (Smiles, ??):

- Note: March Board Meeting This committee was skipped for Time
- Website
 - Need picture and blurb from Tovia
 - Website publishing
 - Partner with G&F for Taxes and P&L
 - Partner with CACE for updates
 - Partner with Conduct for updates
 - Update RIDE page?
 - Communications Matrix
 - Smiles, Disciple Dave
- Other / New Topics

Motion to adjourn: Adjourned at 9:33 pm