

FIREPONY CREATIVE SOCIETY

Board of Directors Monthly Meeting Agenda

August 11, 2024

Zoom:

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

Backup Zoom:

<https://us02web.zoom.us/j/89714249596?pwd=UXVNYINza3ZPS291eWIJMFpGZEhqUT09>

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, Whatever, Disciple Dave, Wax, Miles, Lotus, Tovia (late) m4 (late) - 6 people, then 8

Quorum - 6 people

Upcoming Board Meetings:

- Aug
 - Sunday Aug 11 - 7pm
- Sept
 - Sunday Sept 15 - 7pm
- Late Sept / 1st Week Oct
 - Board Ejection Process for CB
 - Floated various possible dates
- Oct - CB Board Debrief
 - Oct 20 - 7pm

Review and Vote Prior Meeting Minutes:

June is posted on website

July 2024 - [LINK TO DRAFT]

Motion to approve prior minutes:

July Vote: Unanimous Yea

New Business:

- Ticket Cap for PDF 25 - Discussion
 - Coordinator/Community
 - Ultimately, setting the ticket cap is a partnership between the board and the events to balance increased liability with increased operational complexity and volunteers to support the growth
 - Need to see more skilled volunteer numbers to support increases
 - Work with events to figure out how to measure number of Rangers/Medics/etc we need per participant
 - How do we become sustainable in our safety culture?
 - Address Ranger leadership burn out
 - Attract Dirt Rangers
 - Set up a pipeline /process from Dirt to Khaki to R12
 - Encourage community to resolve their own conflict
 - How do we become sustainable across all departments
 - IS there a method to cycle leads on/off so no one is overwhelmed
 - Good SOPs and knowledge transfer
 - On-boarding and off-boarding process
 - Culture of helping across departments to support new leads who don't have support from the out-going folks
 - Training may need to span multiple events to ensure historical knowledge is passed on
 - Board Priorities
 - Run a good event before running large event
 - Balance liability with making the event available to more participants
 - Sustainable growth
 - Venue and relationship with landowners
 - Managing increase in conduct issues with increase in population
 - Insurance changes with increase
- Discussion: Pre-Event Board/Coord Happy Hour
 - Smiles proposes a show-and-tell on zoom as an ice-breaker
 - Miles to take back to Constellation leadership

Old Business:

- Vote Of No Confidence Procedure
 - Pass to Governance & Finance to cleanup and refine

Proposals:

- None offered

Event Operations Committee

- How's it going?
 - No meetings held

Constellation (Aye, Miles):

- How's it going?
 - Changing Department leads is challenging
- What's Working?
 - New CSD sphere lead stepping in
- What isn't Working?
 - Issues with the porto vendor not responding
 - No hay due to growing drought in Bedford County
- How can we help?
 - Board stepping back may have helped
- Overnight Security
 - Landowner has reached out to two folks
 - One is looking for a partner
- Safety / Rangers
 - Have leads, struggling to find lower down (R12/Kakhi/Dirt)
 - At least 3 known R12s returning, need more
 - Safety Sphere Lead is a professional mediator who may be able to step in as a ranger
 - Tovia to follow up with a BRC ranger they know
 - Radios
 - Ordered another 36 radios
 - Working on pink call boxes
 - FCC license registration is in process for repeater

- Working on application for license, working to submit before BRC
 - Board Ejection Process for CB
 - Wax taking ownership
 - Document in process
 - Need to schedule date of meeting
 - Standardization Effort
 - Wax working on a RACI example for the Safety sphere
 - Safety plan will be standard across both events, with customization for event-specific stuff
- Art Grant Contracts
 - Status
 - Contracts are out to artists
 - All but two artists have signed contracts and been paid
 - Need new point of contact for artist questions
- Work Weekend
 - Held July 20 - 21
 - Smiles was board member
 - Less folks than expected
 - Used time to get to know the land and work out traffic flow
 - Storage inventoried in detail
 - Good team building
 - Nothing significant with landowners
 - Porto was cleaned (thank you!)
 - Site was VERY dry, summer drought is building, see drought.gov -
- Insurance
 - Aye has reached out to insurance
 - The 90 day advance has been reduced to 60 days
 - The insurance recommended by BM and Raspa does not allow fire spinning or flame effects, not suitable for our needs
- Budget / Coordinator Purchases
 - CB24 Event Budget
 - On point
 - Need to buy another Harpster for Greeters
- Vendor Payments
 - Golf Cart
 - Miles will order
 - Ice
 - Review 2023 ice

- Considering using honor system or QR code for payment
 - Need to contact ice vendor for re-stocking policy during event
 - Potties
 - Nightmare, see above
 - Wood
 - Working with operations and landowner
 - Light Tower
 - Will set up this week
 - Storage Move
 - This is lined up
- Wristband Purchase
 - Not complete
- Tickets
 - Cap
 - Cap cannot be raised until we have all positions filled and back filled
 - Focus departments: Rangers, medical, gate, parking/traffic
 - Reserve
 - Reserves end 8/18
 - Limited quantity passes
 - RV passes
 - Application is out now,
 - Ice
 - Not on sale yet
- RIDE
 - Status
 - How many requests?
- Contract
 - Signed
- AB Reports
- Other / New

PDF Planning (Hatter):

- Art Grant Contracts
 - All payments sent
 - Several artists did not their contractual requirements
 - Topic for retreat
- Financial
 - Working through the Quickbooks transactions to tag them by department
 - Have promised a final P&L aby the retreat in August
 - Still closing out a few reimbursements
- Post Burn
 - Retreat scheduled for August 16-18th at Stonehedge
 - Deposit paid

- AB Reports
 - BM Report
 -
 - Department AB Reports
 - Sent out
 - How is the response rate?
- Other / New

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

- General update and news
- Insurance option:
 - <https://insurancefornonprofits.org/get-a-quote/>
- Google Drive Back Up
 - PDF drive incident 08/02/2024
 - A PDF coordinator accidentally deleted over 500 documents from the PDF shared drive
 - Documents recovered within 48 hours
 - Google Vault for long-term plan
 - Need to do a hard drive backup ASAP
- Event overages / underages
 - Discussion
 - Create a formal plan for how/when to sweep overages into FSA
 - Initial draft remains in review
- Mailing address and Service / Registered Agent in one.
 - Need to confirm if there are outstanding documents to sign
 - Hatter and Aye still need a debit card as well
 - Status - Incomplete
- Bank Move
 - Quickbooks **payment** migration is under study
 - Whatever drafted a set of bank requirements/questions
 - Many smaller candidates offer good Quickbooks integration but have poor customer services
- FSA Split status
 - Held meeting with FSA on August 9th, to establish a third account for Board Directed funds.
 - FSA Accounts segregated by intended use and different risk profiles assigned
 - Set allocation for existing FSA balances across three funds as per agreed by the Board at its July meeting
- Align Budget Categories across events
 - Want to audit this after CB but before 2025

- Need to sync PDF, CB, Quickbooks budget categories
- Backup Policy
 - See above
- Reports
 - 2023 Annual Report
 - Draft in Process
 - 2023 Board Retreat Report
 - Draft - WIP
 - 2023 Burning Man AB Reports
 - Complete!
 - 2024 Board Retreat Report

Technology Committee (m4, Wax, Hatter):

- Hardware Purchases Update
 - Complete?
- Keeper
 - Purchased additional profiles
 - Profiles sent to event comms
- PeaCock
 - Continues to be awesome
 - Set of must-haves for PDF next ye4ar
 - Ticket Aid Coupons
 - Management of double/tripple/quadrupel dippers into reserves
- VRTP and Golf cart sign in and out
 - Lanyards with retractable things
 - QR codes on keys

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

- General update and news
- Updates
 - Committee hasn't met
 - Always putting out fires
 - Make a real committee
- Safety Training
 - Discussion
 - Want to try to put together DC and Philadelphia in person training before the next PDF event
 - Loop in impacted parties
 - Rangers leads, rangers, safety departments, liaisons, producers
 - Likely location is Stonehedge again
- Radio Focus Group
 - Hasn't met

- Other / New Topics

Community Art and Civic Engagement (Lotus, Wax):

- Lotus currently focused on conduct
- MALC
 - 2023
 - Documents from MALC are not in the CACE drive
 - Lotus will add
 - 2025
 - No concrete proposals from community members so far
- CACE Grant Series for 2025
 - Discussion only at this point
 - Needs Website documentation Review and Accountability Process
- Local Workshop Events
 - Philly
 - Lancaster
 - Baltimore
 - DC
- Other / New Topics

Conduct Committee (Lotus, Smiles, Aye):

- Moving forward and having meetings

Communications Committee (Smiles):

- Website- Holdover topics:
 - Need picture and blurb from Tovia
 - Website publishing
 - Partner with G&F for Taxes and P&L
 - All 2023 financials are posted
 - 2023 Annual report in progress
 - Partner with CACE for updates
 - Partner with Conduct for updates
 - Grand Unified Document for Conduct in progress
 - Update RIDE page
 - Communications Matrix
 - Smiles, Disciple Dave
- Other / New Topics

Land Committee (David):

- No Update. Will realign and reform with updated Board direction.

Bike Rack

Motion to adjourn: 9:21