

# **FIREPONY CREATIVE SOCIETY**

## **Board of Directors Monthly Meeting Agenda**

### **September 15, 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](http://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, Lotus, Disciple Dave, Hatter, Aye, m4, Wax, Whatever

Quorum - 6 people

#### **Upcoming Board Meetings:**

- Board Ejection Process for CB
  - Confirm Sept 29
- Oct - CB Board Debrief
  - Oct 20 - 7pm
- November Board Meeting
  - Nov 10 - 7 pm

#### **Review and Vote Prior Meeting Minutes:**

July is posted on website

Aug 2024 [LINK TO DRAFT]

#### **Motion to approve prior minutes:**

Aug Vote: Yea, Unanimous

#### **New Business:**

- Officer Elections
  - Treasurer

- Whatever is currently “Acting Treasurer”
- Determined that Miles’ verbal statement to step down as treasurer did not meet the requirements for vacating role per the bylaws and Miles will need to send written notice
- Vote for new Treasurer to take place in the Board voting channel upon receipt of Miles’ resignation letter
  - Note: Miles written resignation received Sept 16, 2024 and a vote was opened in the board voting channel for a new treasurer with a quorum vote for Whatever as Treasurer
- President
  - Smiles’ 2 year term is up in January and will not be returning to the role
    - Decision to wait to vote for a new president at the Board retreat officer elections
    - President projects between now and January:
      - Run board recruitment process
      - Plan January retreat
        - Note: Smiles has been pulled into CB operations to do Shooting Stars
    - Directors interested in President role should start attending G&F and partner with Smiles on retreat planning
  - The documented duties and responsibilities for President and VP roles are currently intermingled between Smiles and Dave because of their respective skill sets and Smiles’ job restriction from serving on an investment committee

**Old Business:**

- Quail
  - Used at PDF24 for check-in/out of hardware and logs
  - Planning to expand to use for logging volunteer hours at CB24
  - CB Quartermaster interested in doing more inventory in Quail

**Proposals:**

- None offered

**Conduct Committee (Lotus, Smiles, Aye):**

- [Executive Session Begins]
- [Executive Session Ends]

**Event Operations Committee**

- 

**Constellation (Aye, Miles):**

- How's it going?
  - Coming together
  - Smiles pulled into Shooting Stars
  - Board On Call Schedule
    - Clarified lines of decision making
    - Board on call and board off call
    - Board members that intervene in situations when not on call need to fill out a report
    - [Link to On Call Schedule]
    -
- What's Working?
  -
- What isn't Working?
  - 
  -
- How can we help?
  - 
  - Meet n Green between board and CB team discussed in August
    - Tabled by CB liaison
- Overnight Security
  - Landowner has recommended a someone
  - Aye is drafting a script/manual for security
- Safety / Rangers
  - Leads
    - Wax has scheduled Ranger trainings, will be leading them
      - Sep 19th, 8pm - Ranger Trainings
      - Sep 29th, 8pm - Ranger Trainings
    - T-shirts found
    - Patches ordered
  - Radios
    - Radios
      - New radios are programmed and cataloged
    - Call box development is in progress, will be ready for Constellation
      - Working with CB for stands
    - FCC license registration is in process for repeater
      - Working on application for license, not likely to be turned around before CB 24
  - Board Ejection Process for CB
    - Wax taking ownership
    - Document in process
    - Sep 22nd, 7pm - BOD Safety Training

- Take the ICS 100 training on incident command
      - <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c&lang=en>
    - Read the Khaki manual
      - [link to Manual]
- Art Grant Contracts
  - Status
    - Contracts are out to artists
    - How many outstanding to be paid?
      - 2
    -
- Insurance
  - In process, agent is talking with underwriter
- Budget / Coordinator Purchases
  - CB24 Event Budget
    - On point
    - Need to buy another Harpster for Greeters
    - No other major purchases anticipated
- Vendor Payments
  - Golf Cart
    - Cart keys are now on lanyards, tagged with QR codes
    - Ordered
    -
  - Ice
    - On-sale now at a Peacock near you!
    - Ice vendor is able to re-stock mid-weekend
    - Using honor system for pickup
    -
  - Potties
    - Ordered from a new company excited to work with us
    - First cleaning on Friday
    -
  - Wood
    - Wood is ordered
  - Light Tower
    - Ordered
  - Storage Move
    - Lined up
    - Cost to ship is based on weight of pod
  - Dumpster Bag
    - Is happening and ordered
- Wristband Purchase

- Ordered
  - Dyed not woven
  - Not barrel locked
  - Wristbandco will do designs at \$100/ea, worth paying next year
  - MInor wristbands ordered with no year, can re-use next year
- Tickets
  - Cap / No Cap
    - Cap cannot be raised until we have all positions filled and back filled
      - Focus departments: Rangers, medical, gate, parking/traffic
      - Positions are not filled enough, limited by insurance cap
      - Decision: No Cap (increase)
  - Reserve
    - Complete
    -
  - Limited quantity passes
    - RV passes
      - Application is out now
    - Ice
      - On sale now
- RIDE
  - Lot of requests with minimal advertising
  - So many requests that we had to turn a few folks away
  - No repeat applicants
  - Not sure if folks from last year came back in GenPop
  - Post-event email and survey follow up drafted and ready
- Contract
  - Signed
- AB Reports
  -
- Other / New
  - Board Meet and Greet - Event
    - Need to make sure we're a little more inviting than at PDF24
    - New - Board Members make themselves available Burn night at the effigy
      - Saturday 6-8
      - Smiles will add to Hitchhiker's Guide

### **Governance and Finance** (Dave, Whatever, Lotus, Aye, Tovia, m4)

- Committee membership
  - Who is on the committee? Who attends regularly?
  - G&F Committee will discuss 9/16 and make recommendations
- General update and news
  - Sharyn & Ra\$pa talked about us at BRC

- See email 9/11 from Sharyn titled “EXEMPLARY”
- Insurance option:
  - <https://insurancefornonprofits.org/get-a-quote/>
- Google Drive Back Up
  - Status of hard drive back up - Working with technology committee to determine procedure for security data for recovery. Determining extent to which to involve a third party service provider.
  - Google Vault for long-term plan
- Event overages / underages
  - Discussion
    - Create a formal plan for how/when to sweep overages into FSA
      - Initial draft remains in review
      - Will present next iteration to G&F committee on 9/16
- Mailing address and Service / Registered Agent in one.
  - Impact to Maryland Trade Name registration – may need to re-submit
  -
- Debit Cards
  - Event BOD liaison need debit cards
- Bank Move
  - Quickbooks payment migration remains under study
  - Whatever drafted a set of bank requirements/questions
- FSA Split status
  - Completed Aug 9th
- Align Budget Categories across events
  - Want to audit this after CB but before 2025
  - Need to sync PDF, CB, Quickbooks budget categories
- Policy and Procedures
  - Vote Of No Confidence Procedure
    - Assigned to G&F Committee for completion
    - Will review updated candidate on 9/16
  - Investment Policy
    - Will review updated candidate on 9/16
- Reports
  - 2023 Annual Report - 99% complete!
    - 
    - [\[link\]](#) WIP: 2023 Annual Report DRAFT
    - NEED COLLABORATION!!
      - Review your committees and projects!
      - Add images of art and the burns
      - Financial summary of MALC
      - Paragraph summary of MALC (very high level, under CACE committee)

- Table of Art Grant winners (both events)
  - 2023 Board Retreat Report
    - Draft - WIP
  - 2023 Burning Man AB Reports
    - Complete!
  - 2024 Board Retreat Report
    - Draft - WIP
- Committee Membership
  - Currently listed as: Dave, Whatever, Aye, Tovia, Lotus, m4
  - Almost didn't have a quorum last time, need to update the list
    - We beg m4 to stay on G&F after he steps down
  -

**Technology Committee** (m4, Wax, Hatter):

- PeaCock
  - Continues to be awesome
  - Wax is fixin' bugs, including one with PayPal integration
    -
  - Constellation is the second event in Peacock
    - Found some issues switching between events
    - After switching to Constellation, was difficult to switch back to PDF
    - Now able to filter by event
- VRTP (branded COMET for CB) and Golf cart sign in and out
  - Lanyards with retractable things
  - QR codes on keys
- Backups
  - m4 has been working on a 3rd party systematic cloud backup solution
    - Working with 2 companies
    - Issue with Google Workspace syncing, requires some extra components
    - Should only be a few bucks a month, once setup
  - Wax has a solid state drive with a snapshot
    - Wax is going to look into doing automatic snapshots
    - Not sure if Google Docs and Sheets are properly copied down
    - Need to experiment with what is actually backed up

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

- General update and news
- Updates
  - Committee hasn't met as such
  - Always putting out fires
- 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
- 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 Stonehenge again
- Radio Focus Group
  - Hasn't met
- Other / New Topics

### PDF Planning (Hatter):

- 2024
  - High level feedback / concerns
  - Financial
    - Working through the Quickbooks transactions to tag them by department
    - Have promised a final P&L
      - Not complete
    - Final reimbursements
      - Also not complete, Whatever needs to work with someone to reimburse himself
- Post Burn
  - Retreat held August 16-18th at <https://www.stonehedge.us/>
    - Very successful, lots of good ideas
    - PDF Team putting together notes/report/whatever
    - Very high-level as opposed to all operational details
    - Only rained a little bit
- AB Reports
  - BM Report
    - Sent BM questions to Fiona and Hatter on Sept 10
  - Department AB Reports
    - Sent out
    - How is the response rate?
- Other / New
  - Miles is current contract for PDF contract, will need to find new contact

### Community Art and Civic Engagement (Lotus, Wax):

- Lotus currently focused on conduct
- MALC
  - 2025



- Discussion only at this point, need to be community driven
  - No submitted proposals from community members
- CACE Grant Series for 2025
  - Discussion only at this point
  - Needs Website documentation Review and Accountability Process
- Local Workshop Events
- Other / New Topics

**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: 9:08**