

# April 2014 FAC BOD Agenda & Minutes

April 27, 2014, 6:30pm

Present (11/12): Pecan, Jered, Liz, Doug, Chuck, Ike, Forest, Sadiya, Dan, Rachel, Jesse

Absent (1/12): Blake

## Agenda

1. Pizza
2. Approve March Minutes
3. Review Old Actions
4. Approve 2013 AfterBurn Report
5. Gate Closing Time
6. Firefly Gallery Update
7. insurance Update
8. Individual Discretionary Ticket Opportunity Policy
9. Wristbands
10. Code of Conduct
11. Somerville Open Studios (SOS) Budget
12. Event Lead Selection
13. Parking Update
14. Info From Kirk
15. Business Cards and Contact Addresses

## Old Actions

- Coordinate eventual transition of IT services --Jered
- Chuck to take over registration on trailer --Chuck
- Draft a warning letter to alleged dosing perpetrator --Jered & Rachel

## New Actions

- Register as tax-exempt with Jumbo's --Chuck
- Ask Kirk if he is interested in having a permanent steambath installation --Doug
- Follow up with Jody on details of Montreal art truck quote --Jesse
- Organize agenda of Town Hall meeting with the Planning list --Ike
- Finalize and distribute 2013 AfterBurn report --Ike
- Bring Gate closing times up on the Planning list, involving Gate Core --Rachel
- Order cloth wristbands, and 100 of two types of wristbands. --Forest
- Prepare draft Code of Conduct web sections, unpublished for review by Board --Dan
- Share and discuss Code of Conduct with other appropriate groups --Sadiya, Jered
- Create draft Firefly business card --Liz, Jered

## Decisions Made

- Clarified discretionary ticket opportunity allocation for 2014:

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- Up to 2 each for Placement, Fire & Safety, Gate & Early Arrival, Greeters, DPW, LNT, Parking, Ticketing, Sanctuary;
  - Up to 1 each for Art Grants, Art Truck, Kitchen, Sign & Info, Sound, Stage, Bug Build, Volunteer, Work Weekends;
  - Up to 10 each for Rangers and Blue Dot/Medical specifically for Core volunteers;
  - Up to 3 each for members of the Board of Directors; and
  - Further discretionary tickets by a majority of the Board of Directors.
  - Code of Conduct and Related Policies and Procedures, as drafted by the Interpersonal Safety Committee, are approved and will be posted to the website and announced publicly.
  - Tarn Stern is selected as founding participant of the Event Lead Core.
  - Kirk White will receive land use fees equivalent to \$1/person/day, with a net increase due to the move to a 6 day event.
  - After this year's event Firefly will switch to a smaller P.O. Box for a year-round mailing address.
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## Pizza

We ordered:

- 1x 18" I Love Meat
- 1x 14" Vegged Out Vegan w/no Broccoli
- 1x 14" Vegged Out Regular

Need to create an account with Jumbo's with our tax exempt status and Pecan's address entered. *[Action: Register as tax-exempt with Jumbo's --Chuck]*

## Approve March Minutes

Approved.

## Review Old Actions

Investigate steambath funding requirements and expectations: They do want funding this year (\$500) for building out the benches. We own the new shell that was funded last year, and will own the benches. After this year we will need to find a place to store these items. We do not own a boiler but are considering borrowing AutoSub's in the future.

We'll need to secure a location to store our steambath. Might Kirk be interested in having it as a year-round feature for his land? Doug will ask at the next conversation. *[Action: Ask Kirk if he is interested in having a permanent steambath installation --Doug]*

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More data on Montreal truck proposal: No new info on art specifics. Proposer believes that the quote he presented is accurate, and that online quotes do not include fuel, distance or border-crossing fees. Some confusion and still request for more detail; Jesse will follow up. *[Action: Follow up with Jody on details of Montreal art truck quote --Jesse]*

Town Hall Meeting: Sadiya has a date and venue confirmed (May 10, Firefly @ Velir), but someone needs to step up and organize the meeting. *[Action: Organize agenda of Town Hall meeting with the Planning list --Ike]*

## Approve 2013 AfterBurn Report

A few board members have not reviewed the final copy; any comments will be integrated by tomorrow (Monday) night and then the report will be published to the website on the Transparency page and an email sent to the announce list. *[Action: Finalize and distribute 2013 AfterBurn report --Ike]*

It would be nice to have this done faster in the future, and we should investigate (perhaps in collaboration with a future Doc Core) how to encourage individual cores to fill out their sections in a more timely manner. Further, the Event Lead Core perhaps ought to be responsible for top-level production of the AfterBurn report, rather than the President.

## Gate Closing Time

Is the gate going to close early on Friday night? We deferred this decision in February and promptly forgot about it. *[Action: Bring this topic up on the Planning list, involving Gate Core --Rachel]*

## Firefly Gallery Update

We have received the Space Use Agreement from Velir; they have gotten permission to use the space for this purpose from their landlord. Pretty standard legalese; Chuck is now reviewing. We need to create Operating Guidelines. The Gallery cannot be opened until August because it will take quite a bit of work still and people are very busy. In the meantime Velir are hosting Firefly in their space for Somerville Open Studios (SOS) and the Firefly Town Hall.

## Insurance Update

We have the event policy for SOS, which is \$425. Our general liability policy for the gallery and to establish a year-round insurance presence was quoted at ~\$900, but is on hold until the gallery space is ready. We can't get a comprehensive corporate general liability policy until we have a history of year-round operation, so that won't be possible until the gallery space is operating. (The benefits of a comprehensive policy is that we can more easily cover smaller local events via riders on that rather than new policies, cover work weekends which are not presently insured, and so forth.) The insurance agent will be directed to focus next on the Firefly festival event insurance.

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## Individual Discretionary Ticket Opportunity Policy

Clarifications on discretionary ticket opportunity policy as implemented in previous years:

Board members are each allocated up to 3 discretionary ticket opportunities that may be directed to named participants of their choice on the waitlist. They are not required to distribute them all (and most have not in the past).

Rangers and Blue Dots are allocated up to 10 discretionary ticket opportunities that may be directed to specific members of the waitlist for the purpose of participants who will be working Ranger or Medical shifts.

All other cores are allocated up to either 1 or 2, depending on Core, discretionary ticket opportunities that may be directed to named participants of their choice on the waitlist.

2 tickets: Placement, Fire & Safety, Gate & Early Arrival, Greeters, DPW, LNT, Parking, Ticketing, Sanctuary

1 ticket: Art Grants, Art Truck, Kitchen, Sign & Info, Sound, Stage, Bug Build, Volunteer, Work Weekends

Further, board members can nominate any other participants on the waitlist for approval by the Board. A majority (currently 7) of the board can approve these participants for a discretionary ticket opportunity.

All tickets must still be purchased at full face value by the participant.

## Wristbands

Reviewing art proposal for wristbands. All text on wristbands in UV.

We need more vinyl wristbands for underage participants. We also need separate colored vinyl wristbands for day passes. *[Action: Order cloth wristbands, and 100 of two types of wristbands. --Forest]*

Gate will do this next year. This isn't really a Board issue.

## Code of Conduct

Discussion on current revision of Code of Conduct and Recommended Policies and Procedures as developed by the Interpersonal Safety Committee.

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The Board has already extensively reviewed and discussed this policy, in person, via email, as a whole group as well as in the committee. After several months of work we have arrived as a set of policies that we believe will strongly serve the needs of our community.

While we have consensus, this is a broad enough set of policies that we would like to call a confirmatory vote. **Jesse moves to approve Code of Conduct and Policies and Procedures as currently drafted, recognizing that some details (i.e. email addresses) will be finalized during implementation. Doug seconds. 11-0-0, motion passes.**

Next, how to announce. We will get the public portions onto the website, review and then announce to the Announce list. *[Action: Prepare draft Code of Conduct web sections, unpublished for review by Board --Dan]* Ike will do the email announcement. Likely discussion will follow on Blink and Facebook and etc. Sadiya, Dan and Liz will be primary participants in handling thoughtful feedback to bring to the Committee.

We would also like to share and collaborate with Burning Man Regional Contacts (regionals-list) and regional event coordinators (interbecs). These are semi-confidential venues where we can share the internal investigatory proposals. *[Action: Share and discuss Code of Conduct with other appropriate groups --Sadiya, Jered]*

## Somerville Open Studios (SOS) Budget

Acknowledged, as this was already budgeted. Estimated at \$800, previously budgeted for \$1000.

## Event Lead Selection

Tarn Stern has expressed interest and enthusiasm, and is broadly considered to be a good fit for the role. He wants to have additional Event Lead Core members and is willing to identify and recruit them. Doug Roark has been suggested as a capable and complementary co-lead.

**Tarn Stern is selected as founding participant of the Event Lead Core. Congratulations!**

## Parking Update

Parking announcements around the shuttle, ride share and parking passes have been made. There is no hard cap on the number of passes to be sold, but we will not sell beyond the 500 approved without further Board discussion.

## Info From Kirk

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**Kirk would like our rental rate for a 6-day event reflect our current status quo of \$1/person/day; approved.** We will be renting Kirk's Polaris again this year for the event and work weekends. We still need to fix the road damage from last year, which was budgeted for. Blake signed up for this last year, but has not yet done so. DPW will investigate.

In lieu of higher fees, we have typically been making capital improvements to the site (beyond simple damage repair) at roughly \$1500/year. Firefly / DPW should determine what improvements we would like to make in 2014. Some thoughts include improvements (rather than repairs) to the access road, improved drainage in the field, replacement of the dam for a secondary swimming area, or perhaps something else entirely.

## Business Cards and Contact Addresses

At the Burning Man Global Leadership Conference it was convenient that many other regional event coordinators had business cards to share contacts. It would be nice to have some for Firefly. *[Action: Create draft Firefly business card --Liz, Jered]*

Related, it would be nice to have a year-round mailing address for Firefly that's not one of the board member's home. Our current P.O. Box for Ticketing is larger than needed for this purpose. **After this year's event we will switch to a smaller P.O. Box and keep it as a year-round mailing address.**