

April 8th, 2018. 5:40 pm. Adjourned 8:50 pm.

Present (8/11): Liz, Brian, Talena, Dan, Jered, Julia , Frank, Sharon

Absent (3/11):, Blake, Kendra, Drew.

Guests: none

Minutes recorded by: various

## Agenda

1. Ordering Food
2. Approve Old Minutes
3. Review Old Actions
4. Discuss planning list
5. Insurance topics
6. Waiver topics
7. Other
8. Next Meeting Date

### Ordering Food

### Approve Old Minutes (5 min)

Approved.

### Review Old Actions (5 min)

- Budget vs. Actual spending analysis - Ask FestComm - Drew/Jesse
  - Jesse meeting up with Julia for this - schedule still TBD
  - Done.
- Treasurer - make a recommendation on managing our assets effectively
- Treasurer - concoct a structured donation budget - yearly donations to host community causes (post-event)
- Insurance policy review - See section below
- Jered & Frank: Go through bylaws and clean up titles/role descriptions (emerged during Officer Elections talk)
- Ongoing: Propagate 2018 Land Owner Liaison information to LOL.
  - Dan to write draft
- All: craft a fuel reimbursement policy for circulating
  - Core leads and above for mileage, for work weekends as well as outside visits
  - Discuss below

- [Dan] Agree on a philosophy about what we're trying to do budget-wise (reviewed yearly) so people are on the same page. Cover long and short term goals.
- Draft a land use contract for landowners, include descriptions of reasonable land use
- Get quotes for land usage for similar events
  - Julia will ask Rob about FractalFest
  - Jered will ask about baitcon - details to come next week
  - Ask Chuck about kids-camp rental rates
- All: Questions from Board and FestCom for LOL and landowners
  - Work Weekend Dates - Last 4 weekends of June
- Dan: work out waiver content concerns with Deanna

## New Actions

- Update officers list with state - Kendra
- Update planning list structure - Jered
- Communicate travel reimbursement policy to FestComm - Dan
- Contact secondary insurance agent with regard to concerns - Frank
- Talk to Jesse about electronic waiver text - Jered
- Draft Polaris rental agreement from Dan's data - Jered
- Review Land Owner Lease Agreements (ASAP) - All
- Send invite to next board meeting - Kendra

## Website Rewrite Update - Liz

There is an updated sitemap for review and the Communications Committee is putting together a workflow for new content. Anything that needs substantial changes or page reorg to be completed before the ticket lottery is done.

Going to reorganize the Survival Guide to be easier to comprehend.

## ConCom reorg update - Dan

- MOU
- Text for What to Report to Conduct Committee (Appendix)

## Update on 501c3 charity status, and tax returns - Julia

Have filed tax returns for past 3 years, as well as request to reinstate 501c3 status (what had been revoked due to lack of tax filings).

2017 taxes are due May 15; everything is online with Wave Accounting. Julia is planning on doing the Form 990 herself.

Other items: BoD list on the state website has not yet been updated for current officers -- Kendra needs to file update.

When will we have final list of grant recipients, when do we send out the first batch of grants? Communication should be sent to them that we can pay them via paypal, or via electronic check if they prefer (in which case we need their full name, email, and cell phone number). Dan to check with Dennis and have Dennis reach out to Julia with final list of people, grant amounts, and applicable payment contact info.

## Discuss planning List

Rearrange planning@ list as discussed in email? Yes. Will create planning-alums and invite current members to join.

## Mileage Reimbursement Policy

Proposal:

We will reimburse for REQUIRED travel for Core responsibilities for Work Weekends and Site Visits (including transporting Firefly infrastructure). This does not include travel to/from the actual event or discretionary work weekends or site visits. Cores are encouraged to car pool to keep within their budgets.

We will set our mileage reimbursement to \$0.20/mi with a standard of \$60 for a round-trip from greater Boston. Cores will have travel reimbursement included in their budgets and asked not to exceed them. Proposed budgets:

- DPW: \$480
- Bug: \$240
- Work Weekends: \$240
- Placement: \$240
- Rangers: \$60
- Kitchen: \$60
- Sanctuary: \$60

Approved 8/0/0. Dan will communicate to FestComm.

## Insurance topics

[discussion of insurance policies]

## Waiver topics

### 1) Medical waiver clause

What language is desired here? A waiver cannot change the law, so if the issue is the definition of medical care we cannot change that. If the goal is to have participants acknowledge that they must have no expectation of receiving medical care, we can put that language in. It is the responsibility of our first aid volunteers to know the limits of what care they can provide; we cannot “waive” them behaving as they should responsibly under the law.

FA agreed with Dan’s previous language (from the FA waiver) so we will put that into the regular waiver. We can let then let FA identify a contract lawyer if they have further questions. Next steps: Update waiver, share in a new message to [firstaid@](mailto:firstaid@) for comments.

Frank ranted and waved his hands a lot and kept repeating himself.

### 2) Physical vs electronic waivers

Question outstanding to lawyer who reviewed insurance. In general, Jered’s understanding of the primary concerns regarding electronic waivers are 1) change tracking, 2) record preservation, and 3) ensuring acceptance by actual participant. Suggestion: Upon purchasing a ticket, the waiver text is displayed along with an ACCEPT checkbox, and a copy of the waiver is sent to the registered address as well as to [waivers@fireflyartscollective.org](mailto:waivers@fireflyartscollective.org), a permanent archive mailbox. Language should be checked to make sure this covers the case of purchasing a ticket on another’s behalf. Jered will talk to Jesse on this, and compare notes with the lawyer.

## Items from FestCom Meeting [dan]

- Chainsaw Course budget -- \$1000/day
  - JFM to confirm date/dates
  - Approved 7/0/0
- Polaris Rental contract
  - Dan will send Jered a list of conditions and Jered will draft an agreement
- Question regarding subsidizing the bus tickets (Just for the 2 off peak bus trips? For all 3 bus trips?)
  - Should we subsidize the bus tickets further? Will this encourage bus usage? There was a long discussion at the FestComm meeting.

- We should request a data-based argument that reducing bus cost will increase ridership meaningfully, particularly considering Financial Assistance will cover bus tickets. Dan will relay this (and others) back to festComm.
- If electronic waivers are figured out sooner rather than later, Jesse can add it to the ticket purchase page. “Tell Frank go ahead and spend money. (on talking to a lawyer)”
  - We talked about this above.
- LO Contracts!
  - See comments in document for suggested improvements
  - One doc requires edits to define usage constraints
  - Have JfM bring up drafts to discuss split on forestry requirements?
  - Review and improve drafts over next 2 weeks in email.

## Other

### Next Meeting Date (team, ~5min)

Sunday, April 29th, 5:30pm

## Appendix

1. Text for “What to Report to Conduct Committee”:

[Add flavor text about reasoning; sensitive subject matter requiring confidentiality to ConCom]

Report to Conduct Committee:

- Any unwanted or non-consensual form of the following: intimidation, harassment, stalking, verbal or physical abuse, violence against people or non-consensual physical contact including unwelcome sexual interaction.
- Non-consensual intoxication, with or without unwelcome physical or sexual interaction.
- Abuse of power in an organizational position or other volunteer role relating to Firefly event(s)

Report to Board:

- Abuse or neglect of Firefly or venue property, physical or otherwise, such as vandalism, theft of event property, abusing the ticketing process, or impersonating a lead or event organizers.

- Disrespecting the community surrounding the event such as dumping trash in local dumpsters, trespassing, or repeated violations of the event's sound ordinance.
- Wanton, flagrant, or repeated disregard for one's own safety or well-being, or the well-being of others, in a manner that demands the intervention of other participants, community members, volunteers or outside agencies, such as intervention by local law enforcement or fire department staff.
- Repeated or egregious violations of any and all policies put in effect by event organizers.