

PORTALBurn 2017



AFTERBurn

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VOLUNTEER

Submitted by: MegO, BOD Liaison

OVERVIEW

- The volunteer lead is responsible for communicating with all other event leads to determine needs for volunteer shifts. This includes number of slots, people needed, shift length, descriptions of departments, shift reporting, and any other information that pertains to "staffing" the event. The lead uses Slack as the communication tool to determine said details. The volunteer lead creates sign ups on Sign Up Genius, has department leads approve them and makes any changes as necessary. These sign ups are linked to the PortalBun.com/volunteers page, and updates to the webpage are provided to the BOD liaison to update the web page. After discussion with liaison regarding the budget, the lead also orders event swag which has thus far has been stickers from stickermule.com, and has been designed by Deena Salzman for the past three years. The lead is active on social media and uses email addresses of ticket buying participants for outreach and volunteer recruitment. Regular checking of sign up genius is necessary in order to keep the community aware of our volunteer stats.
- There is an additional position of onsite volunteer lead who is responsible for ensuring the smooth daily operation of The Information Tent (TIT). This includes making sure all necessary supplies are there (two white boards, chairs, tables, pens/markers, volunteer procedures binder, a radio, swag, help guides, etc.) The onsite coordinator opens the TIT at 8 AM and closes at 8 PM each day, with periodic checking in. They help with onsite volunteer recruitment. They ensure that daily events and daily/nightly volunteer shifts are updated on the whiteboard each day, volunteers are receiving their swag, any important event info is being displayed, etc.

WHAT WORKED

- This position is able to be fulfilled and maintained from anywhere that has internet access. Swag was awesome as usual and was overnighted so it could be at the event. TIT renaming was well received and the sign was awesome. Writing nightly volunteer shifts and leaving visible throughout the night was great. Separating TIT from the BOOB was great. Starting volunteer recruitment earlier gave us more slots filled pre event than last year. Having onsite rockstars willing to fill in where needed what awesome. Portal community shows up and there were MANY onsite volunteers. Repositioning of TIT gave more foot traffic and more people stopping by. It was a place for events/event meet ups. Having a working clock helped a lot. Participants relied on the TIT for a lot of info. Communication around volunteer needs and an accurate sign up was important.

WHAT DIDN'T WORK

- Due to unforeseen circumstances, the pre-event lead was unable to come to the event and did little pre-event promotion other than sign up genius. The onsite lead, being a new lead in a new role, did not assume enough ownership of the TIT, but did help to check on it. There was no volunteer celebration onsite as discussed. The BOD liaison assumed the role of lead, for the most, part fulfilling all duties with the exception of creating the sign up genius slots. A power volunteer was recruited to help ensure the TIT was opened each morning.

LESSONS LEARNED

- Keep mostly everything the same. Possibly look into other computer sign up systems that may be easier to alter and have less advertisements (side effect of using something free). Pre event emailing was very helpful and there could be more outreach. We need to find a way to celebrate our volunteers beyond swag. Iris (a new power volunteer) would make a great lead for next year and has some of the most amazing whiteboard penmanship ever known to humans.

COMMENTS

- PortalBurn has an amazing volunteer culture. That said, our biggest needs remained in Parking and in Rangering. It is recommended that until all of these slots can be comfortably filled in these two departments, the event does not grow in size due to how critical these volunteers are to the events sustainability.

ART GRANTS

Submitted by: CrackerJack, Art Grant Lead

OVERVIEW

- The Art Grant budget for POrtalBurn17 was \$3850. The process for Art Grants began in early April 2017. The call was put out for Artists and anyone who wanted to be on the grant committee. Grant applications were collected. The committee met via conference call and reviewed all applications. Grants were awarded. Contracts were sent to artists. Next the grants for POrtal Potties were announced. An additional \$450 was budgeted for 18 potties at \$25 each. Potty grants were issued on a first-come, first-granted basis.

WHAT WORKED

- We had no issues with getting plenty of grant applications this year (17 received, 13 granted)
- Our effigy builder was amazing this year and had the effigy fully installed early in the burn.
- The bigger budget was really helpful.
- Feedback from the burners was that the art was really wonderful.

WHAT DIDN'T WORK

- Despite the bigger budget, we were still only able to partially fund most artists.
- Several approved potty artists did not show up or did not decorate their potties.
- Getting the artists to return their executed contracts was a struggle again this year.
- Art Lead did make signs for the art this year, but did not plan ahead for a proper way to display the signs (stakes and a staple gun) and the signs were never installed.
- Communications between Art, Placement, and Fire could have been better.

LESSONS LEARNED

- There needs to be a clearer directive from the BOD on exactly the process for placing art as this year there was a lot of confusion with the BOD fire liaison and the Art Lead in regards to the placement for burnable art.
- We also need to know how many burn pads we have available at the start of the process and this should be spelled out in the grant application so the artists know what to expect in terms of needing to move art to a burn pad, etc.

THEME CAMPS

Submitted by: Teeth, Theme Camp Lead

OVERVIEW

- I used google forms to create a questionnaire for placed and unplaced theme camps as well as onsite parkers and pop up campers. Many of the questions were qualifiers to either send someone into more questions about that specific topic or to move them along to the next topic.
- My schedule was contingent upon Angela's (HELP Guide lead) expectation for getting the guide ready and putting her publication to print. Reality set in and all of that took a bit longer. But the plan was:
 - 6/1 open the theme camp/ placement form
 - 7/1 close theme camp/ placement form and start the map
 - 7/8 have the map done
- In the meantime, while submissions were trickling in, I learned how to use queries on google sheets to have relevant information for different departments on separate tabs of the response sheet.
- Pocket helped create the map a couple times over until we were happy and exhausted.
- Once on site, Pocket, Audio, Hotdog and I went to laying out the road stakes and taping off theme camps afterwards. Afterwards, we played a quick round of lawn darts with the leftover road spikes.

WHAT WORKED

- Timing! We gave ourselves a nice amount of time on all sides to adjust and reformat to any changes that took place or edits that needed editing. Except a few. Sorry Clusterphuck and Slacker Camp!
- Wooden stakes + marking tape are better than spray chalk.
- Google form qualifying questions. I *believe* that greatly shortened the process for a few folks instead of subjecting them to bureaucratic torture.
- Tweaking some of the questions also allowed us to get a better feel for what camps would be doing what. (Times, amount of people, width x depth multiple choice, etc)
- "subject to bullshit" disclaimer at the bottom of the map.

WHAT DIDN'T WORK

- The land was soggy so the roads weren't really drivable (those tall orange stakes were great though).
- The second iteration of the theme camp form specifically designed for unplaced camps was a good idea to allow people a softer deadline, but I didn't turn on email notifications so the whole process went for nothing. Oops.
- Not one person found my Easter egg I put in the form. It was hilarious but it's gone forever now.

LESSONS LEARNED

- Check yes to requiring an email on Google forms. Makes the responses easier to sort through and allows for a form letter to be sent out right after they complete the form with a link to edit responses.
- QUERIES. ARE. AMAZING.
- Maybe don't spam the entire internet for submissions. At least, not outside the CNY region.
- One day to lay out roads and theme camps is very, very, very helpful. Thank you.

COMMENTS

- Having a subcommittee for Placement, Art, and Infrastructure Network (PAIN) that meets after theme camp/ placement closes to solidify plans as a group might be cool. The aim is to get DPW, theme camp and art leads on the same page to avoid confusion. It would help create the logistical skeleton to be formed and allow for the art and theme camp leads to create atmospheres together on top of that. Plus, that acronym.

SOUND

Submitted by: *Sassafras, Sound Lead*

OVERVIEW

- The Sound Policy was edited and updated on the website about a month prior to the burn.
- Theme Camp submissions included information about whether they would have amplified sound and the Sound Lead and Theme Camp Lead/Placement decided if they would be considered a “sound camp” or not.
- Sound camps were placed strategically based on estimated sound footprint and previous events.
- On site, a walk-around was conducted on Friday afternoon to talk to camps about sound, direction, and clarifying anything.

WHAT WORKED

- Sound camps did seem to be spread out a little more evenly and with some more “quiet” areas than in the past.
- Most camps were very willing and even eager to learn more about the sound policy and how they could abide by the policy.
- We didn’t have too many fire-effects to control this year so there hasn’t been any complaints there.

WHAT DIDN’T WORK

- The decibel levels stated in the sound policy as it was this year was not really helpful. Some camps wanted a decibel reader to prove they were in limits, which often they were, but it was still too loud in the practical sense.
- The weather prevented the lead from going around to camps as early as hoped to tell them how sound needed to be set up. This caused some directional sound issues in camps like Ginger Camp and ClusterPhuck where the sound was pointing in the wrong direction for the sound plan.
- Saturday night into Sunday morning never follows the sound guidelines (and probably shouldn’t). We may want to create a slightly more complicated, but realistic sound schedule for camps to abide by and for campers who want quiet/more sleep to plan for. Like a day-by-day instead of a blanket timing.
- Camping areas specifically designated for protection from sound had complaints about music being too loud from nearby camps.
- 10 AM might be too early a start-up time on Sunday given the late activities of Saturday. Again, this might be helped with some schedule tweaks.
- The geography of the burn is one that doesn’t play well with expectations around sound. We can’t be super loud all the time or blast in whatever directions we want like we can at Burning Man. Some way of easing participants into that well before the burn might be helpful.

LESSONS LEARNED

- When we let camps know if they were accepted and/or when we do placement we should let them know the sound design so that they can set it up independently. It’s inconvenient for camps to have to shift sound equipment after it’s set up.
- Continue to take feedback from the participants, local community, and other BOD/Leads to try and find new ways to accommodate sound.

COMMENTS

- Due to weather conditions, the designated ‘quiet camping’ areas were largely inaccessible. We also received feedback that it was unclear on the map where those designated areas were. Many people in open camping on the Hill assumed that it was a ‘quiet camping’ area, when in fact it was not designated as such. We need to do a better job of clearly showing where the designated quiet camping areas are, and ensure they are accessible even in inclement weather.

DPW (SeTUP)

Submitted by: Bird, BOD Liason/Setup Lead

WHAT WORKED

- Having more communication with setup team beforehand led to all individuals having better understanding of what needed to be done.
- Worksheets which outlined what was needed at each site.
- Bins labelled with materials to facilitate placement of things in appropriate spaces.
- Two portalbuggies to get around the grounds during setup.
- Having a team of 8. Four teams of 2 worked well.
- Having a team for setup and a team for strike. This helped alleviate workload for DPW volunteers

WHAT DIDN'T WORK

- In-event management of DPW issues (lights, etc...)

LESSONS LEARNED

- Consider having a 3rd team of DPW - the team that is responsible for maintaining DPW - related things during the event.
- Reorganize bins to have a bin/location (instead of having a bin of all lights, have a bin for gate that includes its lights, for example).
- Have an online meeting with DPW team prior to the start of the event where things to be placed and the map are discussed.

DPW (STRIKE)

Submitted by: Waterbee, DPW Strike Lead

OVERVIEW

- This was the first year of the position of Strike Lead. Much of this report is about the successes that came from that. Another takeaway will be about improvement of the Strike process through dissemination of information.
- Collecting volunteers was done very organically. Emails were sent before the event to those who expressed interest in helping on the questionnaire, and throughout the burn, more participants decided to help.
- Strike began at around 10:30 am on Monday, and volunteers filtered in and out until the job was completed by 3:30pm. There may have been an average of approximately 8 volunteers during the day, so that means approximately 40 human hours of work, if I had to estimate.
- All of POrtalBurn's property was put into the rented moving truck and taken to the storage unit where 6 or 7 volunteers packed it away in about a half an hour.

WHAT WORKED

- Dividing build and strike responsibilities amongst two leads instead of one made for much smoother work because it creates a partnership for sharing information and reduces burnout.
- The Strike Lead taking part in Build smooths the process of putting everything back into storage because you get an idea of what is the property of the org and the space needed. It makes packing easier.
- Numbering the storage bins makes it much easier to finish tasks without the need for the Lead to make and communicate decisions about where items are stored.

- The implementation of a large whiteboard checklist of tasks went a long way toward improving efficiency. It reduced the bottleneck that exists when all of the information that volunteers need comes from a lead who is also working on tasks.
- Fluffing the Strike volunteers with people's leftover drinks and food makes for a healthier and more enjoyable day of work in the sun (and rain).
- Collecting volunteers organically worked very well. It's understandable that people are hesitant to commit, before a burn, to stay for an undisclosed amount of time afterward, but POrtalBurners are doers, so the process works for now.

WHAT DIDN'T WORK

- Me trying to think of things that didn't work - THAT's what didn't work!

LESSONS LEARNED

- The big takeaway was how much of an improvement it is for Strike to have its own Lead. This lightens the load, reduces burnout, and spreads the knowledge of the workings of DPW.
- The dissemination of information using a task board eliminates the bottleneck of having to wait for information from the Strike lead, so volunteers have less downtime.
- Fluffing makes volunteers happy.
- Numbered boxes further reduces the bottleneck of waiting for the Strike Lead to answer questions about where things go, and definitely will make it easier for the Build team to find and allocate items.

COMMENTS

- I'm grateful to be able to work with the effective, loving people that contribute their time and energy to make POrtalBurn such an amazing burn. POrtal has always been an outlier amongst the Regionals, and I believe it's because of the richness of the burner culture and because of the "doer" nature of the participants. Thank you POrtalBurners.
- Here are a couple of notes or ideas we can think about for the future. To smooth the transition from year to year and to rotate service, I think it would be very useful for the Lead to become the assistant to the next year's lead. Also, as the burn grows in size and in needs, it may be beneficial to have a deep sleep area for volunteers or others who need it. Keeping the rented box truck for the weekend could be a solution to that, or we could rent the house in the front of the property on Airbnb.

HELP GUIDE

Submitted by: Angela Freeman, HELP Guide Lead

OVERVIEW

- I began by referencing the 2015 and 2016 HELP Guides and www.portalburn.com. Theme Camp Placement Team Lead Keith 'Teeth' Weil helped me learn how to use Google Forms and SignUpGenius. Together we created the Event Submission tools, from which I collected data periodically.
- The cover page was created in Adobe Photoshop and then PDF-ed. All subsequent pages were created in Google Docs and then PDF-ed. The cover page PDF was then inserted into the front of the PDF set.
- I obtained final price quotes from Eagle Graphics (contact person is friends with a Team Lead) and Staples. The Staples online print order process allowed for a cost estimate before ordering, based on their print options. I utilized this throughout my entire editing process.
- I created a digital version of the guide (full color art, original text layout, more pages, available online for attendees to print) and a print version (b/w art, condensed text layout, fewer pages, cheaper than the digital version would have been). This allowed me to still use my original design AND get printed copies within budget.
- Timeline and Cost:
 - opened Event Submissions: 6-12-17 / closed Event Submissions: 7-5-17
 - completed HELP Guide & ordered 255 printed copies: 7-19-17
 - 255 printed copies completed (\$322.22 total): 7-20-17

WHAT WORKED

- Person-to-person engagement helped me to obtain art submissions to 'beautify' the HELP Guide.
- Google Forms and SignUpGenius worked great.
- Staples print services were reasonably priced, and allowed for full control over the final product.
- Fellow Team Leads had useful experience regarding my tasks, programs, and process. Teeth is just as neurotic as I am, and the other Team Leads and BOD are magical beings.

WHAT DIDN'T WORK

- General advertisement (in my case, Facebook posts) for HELP Guide art submissions elicited very little response - possibly because people didn't have enough explanation.
- A few past HELP Guide Leads had information for me to work with (Slack and SignUpGenius account information, general timeline, print vendors and price quotes, etc.), but it was very scattered. I've compiled my relevant account information, timeline, and costs all in one place for general future reference.
- Several people who submitted events contacted me to ensure that it went through. We might want to set up an automatically generated reply e-mail for people who submit an event, to document that it was received.

LESSONS LEARNED

- In the future, the HELP Guide Lead may wish to coordinate with the Art Lead to obtain artwork. Other Team Leads may also have connections to pass on, or want to contribute artwork themselves.
- Google Docs is still a wonderful tool but page breaks do not always remain consistent after PDF-ing.
- Leave time within the timeline for each Team Lead to review their section before the printing process!

COMMENTS

- As a newcomer to POrtalBurn, I was originally hesitant to lean on other Leads and BOD members, in an effort to be good at my role without bothering anyone else. In the end, I got feedback from multiple Leads and BOD members - I cannot thank them enough, and I should have asked my questions right from the beginning! Everyone was welcoming, supportive, and helpful. It was awesome meeting them all in person at POrtalBurn.

GATE & TICKETING

Submitted by: Damian, BOD Liaison

WHAT WORKED

- The new binders and system made all of the additional record keeping work well.
- In the time I had at gate, there was ample time to document procedures and those are in the Ticketing binder.
- Because of the nice weather, volunteerism was up. No empty shifts or calls for volunteers my entire time on site.
- People stepped up to cover gate after Nyk dropped out as Lead and I was only able to cover until midday Saturday.

WHAT DIDN'T WORK

- Lack of light at gate is very problematic for Ticketing at night.

LESSONS LEARNED

- If ticketing materials can be gotten to new Ticketing Lead ahead of the event so that whomever is coming on won't have to build a new binder from scratch.
- Possibly swap out Ticketing tent for a white tent that will reflect light better at night.
- Invest in either high power wide dispersal battery operated lights or get a generator for front gate. (Generator would be problematic because it would be unattended when gate is closed).
- While Faye is interested in coming back to take on Ticketing lead it might be better to have Julie Bellz take Ticketing and perhaps see if Faye wants to take on Greeting or possibly recruit Alfred from PDF to take on Greeting. Alfred would likely be excited to work an event where conditions actually allowed Greeting to happen.

GREETING

Submitted by: Julie Bellz, Greeter Lead

OVERVIEW

- This year we separated greeting from ticketing and implemented a new station, as well as a new greeting process. There were a few documents that went out to greeter volunteers before the event to get them in the greeting spirit and provide them with all the pertinent information they need to know. There was also a binder created for the station with all the documents which included:
 - Greeter Guide
 - Greeter Procedure
 - VAG Script
 - Principles
 - Emergency Plan
 - HELP Guide and FAQ
- Greeters were to stress that trash must go all the way home with participants, not be dropped off at local establishments, which was a problem in 2016.

WHAT WORKED

- Emailing volunteers before the event seemed to get them excited. I also feel like they are more prepared having everything they need to know before the event. This is especially true for virgins and people who have never greeted.
- Greeting in general seemed to go smoothly and took a lot of weight off of ticketing by answering questions while ticketing did their process.

WHAT DIDN'T WORK

- The Greeter station was supposed to be a portal that people could walk through, but the greeter and ticketing stations were placed right next to each other and that was not a possibility.
- The close proximity of the stations also caused too much human traffic and clustering, which I would have liked to avoid. So separating the stations logistically would work better.
- Greeters would forget to ask the participants if they had any last questions, which they would then ask ticketing slowing down the ticketing process.

COMMENTS

- Based on the Facebook feedback, I think it would be helpful for greeters to stress which areas are loud and which areas are quiet camping.

Parking

Submitted by: HotDog, Parking Lead

WHAT WORKED

- The New Lot! Plenty of space for all the cars. With the new parking space granted to the community by the landowner we were able to avoid the 'tetris' situation that we ran into in the gravel lot last year. This also freed up the gravel lot to be used as a suitable RV lot.

WHAT DIDN'T WORK

- Squishy! The bridge built by the landowner to the new lot, as well as the area immediately surrounding it was very unstable, thus requiring a large amount of pebbles and filler to be hauled in over the course of the weekend. Many vehicles got stuck in the muck, but Doc (BOD), with his expansive skill set, was able to haul many vehicles out and create a more usable vehicle entryway into the parking lot. From this point, parking became much more doable and all was well.

LESSONS LEARNED

- In my humble opinion, should the lot have been mowed earlier, say a week or so before the event, the area surrounding the bridge would have been much less 'squishy' and require far less maintenance. Also, filling in more of the ditch on either side of the bridge would avoid unfortunate situations, like people getting stuck in the ditch. Perhaps clearer markers on either side of the bridge could help with the directing of traffic through the entryway.

Ranger

Submitted by: *Outsider (Funtastrophe), Ranger Lead*

OVERVIEW

Before the burn

- For recruiting, we used the Facebook POrtalBurn Ranger Page and Discussion Group, and the ticket buyer email list to garner volunteer sign ups on signupgenius.com. We told event leads not to sign up for khaki shifts until after Ranger Training.
- For logistics, Co-Leads shared responsibilities:
 - Pixy - Badges, Training Presentation
 - John - Manual Printing, Ranger Log Printing, Emailing people from the survey, Ranger Log Collection

During the burn

- Event Co-leads met all incoming and departing Rangers at the BoOB (Base of Operations Base), handed off any current issues and made sure that all starting and ending shift duties were performed. Rangers on duty wore khaki and were on radio. Those off duty were not wearing khaki. Night Rangers got special light up bracelets.

WHAT WORKED

Shifts - General

- Ranger/Participant relations were solid, with no known negative incidents reported. Participants also did a great job of Rangering their camps during some potentially difficult incidents.

Training

- The newly-added roleplay scenarios were lauded by some volunteers as being very helpful in explaining how to deal with uncertain situations. They definitely helped bolster confidence and enthusiasm, leading to at least one case of a shift schedule hole getting partially filled by a newly-emboldened Ranger.

Perimeter & Fire

- Participants behaved well during both burns. Despite Rangers no longer being directly relied on for Perimeter, many helped. That plus volunteers meant coverage was solid. The half-hour meetup in advance of conclave was plenty of time to disseminate information and for volunteers to dash back to camps to obtain recommended hardware (chairs/blinky lights).

Paperwork

- Pretty much everything that was printed out made it to their proper locations and was pretty effectively organized, and nothing seemed to disappear prematurely. This was a dramatic improvement over the prior year.

Radios

- We had more radios than were necessary. There were not many reports of radios going bad, if any, but had that been an issue there were plenty of spares on hand.
- While first-timers may have made a couple mistakes on the radios, for the most part rangers did OK on knowing who to call when needed. Sign-ins and sign-outs were fairly consistently done.

WHAT DIDN'T WORK

Shifts - General

- Though Event Leads more often than not were present during shift changes, there were several instances of Ranger Logs not being filled in.
- Khaki presence was lacking during much of the time on Thursday and Friday as well as during the late night shifts overall. Dirt Ranger coverage was better, though Sunday night into Monday morning was pretty bare. There was at least one last-minute signup for the Sunday midnight shift that helped some (he lasted two hours, but the effort was super appreciated!), and a couple others helped fill the gap as best they could.

Training

- This year's training session ran about one hundred minutes longer than 2016's. Some potential Rangers were reported to be dissuaded from holding shifts due to issues related to the longer duration, and some crucial basic knowledge (such as the importance of filling out log entries even during incidentless shifts) may have been lost among the surfeit of information conveyed. A general effort to further streamline training to prioritize the most important information may be a good idea for future burns.
- Some of the roleplay portion of the training was not in line with POrtalBurn policies, largely with respect to younger participants.

Perimeter & Fire

- Rangers were present at Sunday's afternoon pre-meeting for conclave, where it was communicated that meetup would be at 7:30pm for a conclave start as early as 8pm - this was confirmed immediately afterward. Ignoring that this would come well before sunset, it caused some logistical concerns, as perimeter meetup was at 8:30. There was some worry about synchronizing schedule information and a dash to recruit a few perimeter volunteers to meet early just in case. In the end it was fine, but rangers involved stressed out over the matter a bit and should have given it more slack.

Radios

- Ranger Leads were given a set of radio channels and printed copies before the burn, including in the Ranger Manual and training slideshow. Other departments printed reference cards based on this information as well. It's unclear why, but the channels were largely different at the event. Ranger leads had to discover it for themselves.

LESSONS LEARNED

- Basic radio protocol cheat sheets on the backs of ranger badges are a great idea (which were almost implemented for 2017 but certainly should make an appearance next time!). That aside, leads and liaisons need to coordinate more tightly to make sure information like channel assignments are up to date prior to printing.
- Stuck cars may have been the most commonly Rangered type of incident this year. There are multiple options for getting cars out of muddy ruts which could fill the gap between 'buncha Rangers pushing' and 'wait until the tractor comes'. Consider tire traction mats or a 'trac-grabber', the equivalent of strapping a two-by-four to the tire. We haven't seen these tried out at mud burns in this region, but it might be worth the investment.
- To increase filling out of shifts, we could look into an earlier start for signups and signup evangelizing, making the Ranger Manual available (in a fairly complete state, at least) at start of signups, and looking into additional incentives for Rangering (and the advertising thereof).
- Recommended changes or additions involving Ranger Training not already covered include: Having a sign-in sheet, healthy and tasty treats, more clarity with respect to alcohol consumption limits when on shift and garment requirements when on shift.
- Making the BoOB the primary location for Ranger signups may reduce confusion and make it easier for people to sign up when they'd be most willing to do so (eg, immediately following Ranger Training or at the end of a successful shift). The wifi connection at the Nest could be leveraged to help get information about shift signups synchronized between the BoOB and TIT.

Fire

Submitted by: DocBob, BOD Liason

OVERVIEW

- This year we attempted to utilize a dual-lead system. Damon 'Toad King' Hudac acted as off-site lead and Rob 'Rocksalt' Morton acted as on-site lead. The off-site lead was responsible for working with the art lead and placement lead to pre-qualify all burnable art requesting placement, all theme camp burning art and flame effects, and all burn barrels. The on-site lead was responsible for fire safety for all on-site burning (including placed art, theme camp burning art, flame effects and burn barrels) and organization of the burns on Saturday and Sunday nights at the designated burn pad. The on-site lead was also responsible for setting up the fire control system for the burn pad and ensuring that all embers were properly extinguished after each burn.

WHAT WORKED

- Fire control system for the burn pad was well executed and adequate for the task. Perimeter was well staffed and the addition of a physical barrier was effective.
- Most of the on-site, fire generating, items met or exceeded safety standards set by fire leads and Safety Core.
- Moving the burnable art, designated for the burn pad Sunday night, inside the perimeter prior to burning worked well and was well executed.
- Most participants were willing to deal with raking the hay and creating a perimeter to limit the chances of their fires and flame effects becoming unsafe.
- On-site lead was flexible and went out of the way to check the safety of burn barrels, additional burning art and flame effects not included in pre-event planning by the off-site lead.
- Almond Fire Department stand-by at their hall and communication with the Allegheny County Fire Dispatchers worked well and as expected.
- Vinnie (effigy builder) is awesome. There were many compliments on how communicative and receptive he was.
- Plenty of fire wood provided by DPW.

WHAT DIDN'T WORK

- One flaming art piece and a burn barrel were not included in placement forms and were addressed on-site.
- Hay on the ground added and additional concern not planned for far enough in advance.
- Red trailer parked on the hill near the waterslide and burn pad was cause for concern.
- After the Sunday night burn the participating artists didn't all do their burn pad magnet sweep.
- Not all burn barrels were elevated off the ground, and not all participants adequately removed hay from area surrounding their barrels, burning art and flame effects. Not all burning materials were properly supervised.

LESSONS LEARNED

- The practice of splitting the fire leads into off-site and on-site was sound, if not well executed.
- We need to promote better communications between the art, placement and fire leads as well as between the fire leads themselves.
- Rocksalt is awesome. He did mention that this may be his last POrtalBurn as Fire Lead so seeking a suitable replacement should be a priority.
- Promoting communication with the Local FD created an opportunity to receive feedback that can be used to gauge the effect our event has on the local population.

COMMENTS

- From Rocksalt: "Everything went great. The end was politically shitty but it burned fine".

MASH

Submitted by: Steven, MASH Lead

OVERVIEW

- I originally wanted one person as supervisor and one person on as volunteer for each shift. When I realized that I won't fill the shifts, I switched to just filling all the volunteer shifts and I (with Carrie's help) would be on as supervisor. I liked it. The lesson is we need one person as supervisor and one on as volunteer per shift.
- We went with the unmanned mash. I still like it unless until we grow over 500 participants. I'd like to continue to stress self reliance.

WHAT WORKED

- We had the best SHWAG!!!
- Shift times and length. The 2am shift was harder to fill but it's fine.
- Unmanned mash worked well.
- Ranger Beauty was great.
- Having someone there for set up!

WHAT DIDN'T WORK

- Not having MASH till the end and for tear down. I got burned out and thought I arranged with Beauty to stay till the end. I found out that Amanda stayed till the end (thank you) but I did not leave her sufficient equipment and I did not arrange it. Miscommunication. But there should be some semblance of MASH till the end. My Bad.
- It was great having the buggy and that it was almost always available for MASH. Thank you! But we need to approve and train more MASH people to use the buggy. And anyone taking the buggy needs to let MASH know. There were times that the buggy disappeared with MASH equipment on it. Overall it was great having the buggy and most of the issues that came up were because cars were not allowed in and the buggy was needed more.

LESSONS LEARNED

- MASH Lead needs to butt out of Ranger stuff and let them do their thing. We have amazing folk volunteering.

COMMENTS

- We had a basically uneventful burn as far as MASH goes. Yay!
- If I have any comments they are really Sanctuary related and I don't claim to be an expert there. My major concern is that I can't medically clear people who are clearly altered in their mental status.... just by assuming I know that it's related to something they took and all else is fine. There were a few instances that I needed to step back and hand over those decisions to Rangers and Rainey. I'm just not sure I'm comfortable doing it.
- I still want lifeguards.
- HUGE SHOUT OUT TO DEENA PAINTER PROPHET RAIZEL.....I LOVE WORKING WITH YOU!!! and to DPW. You guys are amazing.

MOOP REPORT

Overall, we did a pretty good job, especially considering the challenging ground conditions.

The good news is nobody left trash bags behind expecting someone else to deal with it! We still need to check in with the locals to make sure we were Civically Responsible. A few burn scars from barrels - we can do better. And two of the MOOP items we found became handy ground scores... a pair of tweezers and a poker that actually became tools for our MOOP sweep! Hey DPW... Let's get some tools to help pick up icky things during MOOP sweep.

The bad news is some people left behind tent stakes (imagine the damage that can cause to mowing equipment!). And there seems to be a misconception that if other people leave things in your camp and it doesn't belong to you, it's okay to just leave it there. Not true - if it's in your space, you must assume responsibility for dealing with it. And while lots of folks did a good job with making sound baffles for their generators... please don't use styrofoam (new rule?). We found some MOOP in the potties, but thankfully nothing too disastrous (whew!). And quite a few food things like fruit peels and rinds that people probably assume are biodegradable and okay to leave on the ground. That's MOOP too.

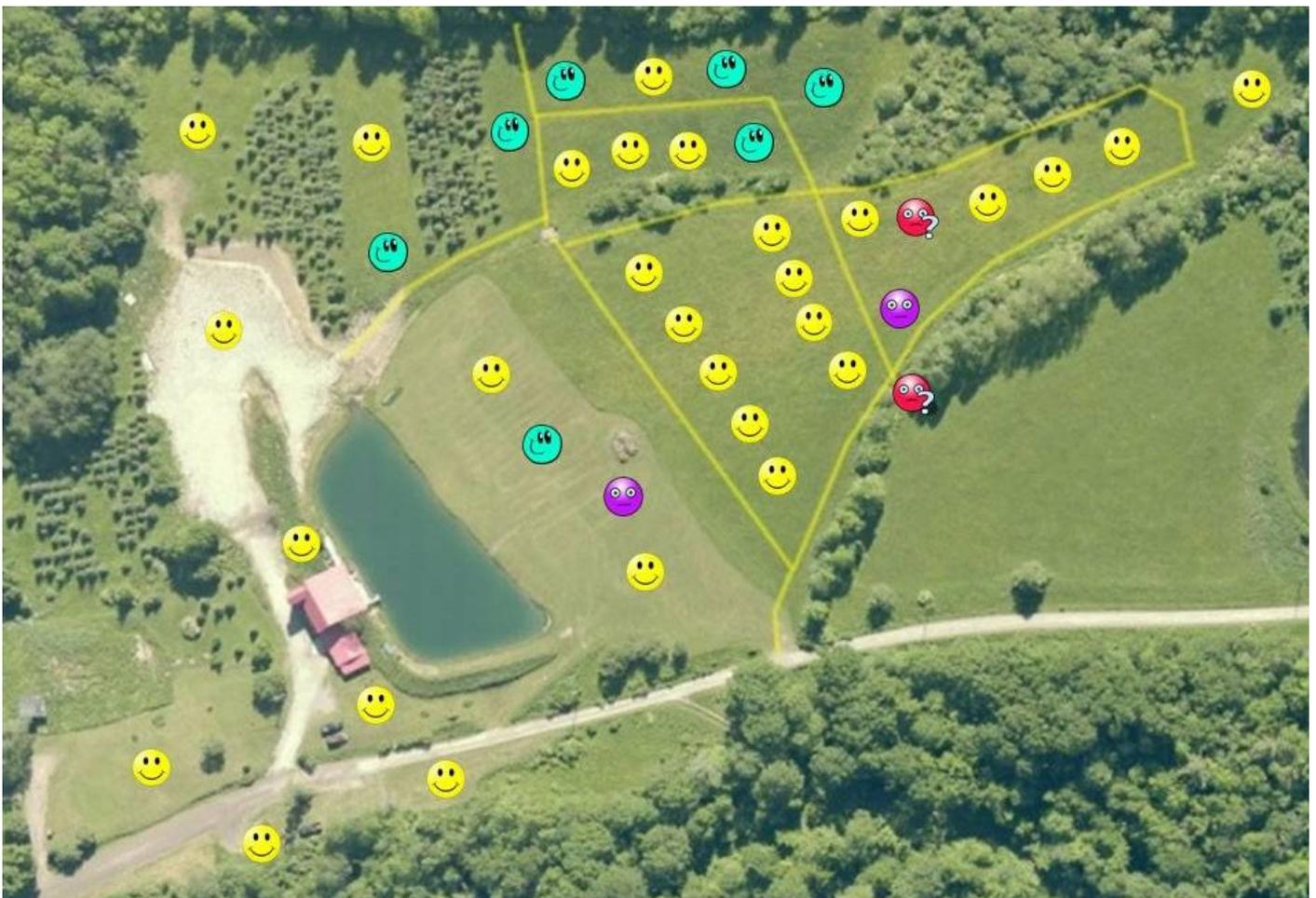
The MOOP sweep was conducted by WillPower and Dusty (DPW & BOD) driving the buggy around for well over an hour, and stopping everywhere to inspect and collect. One thing that negatively impacted the timing of the sweep was camps who did not leave until well after Noon, to the point of breaking tolerance levels. Here are our MOOP sweep findings.

Yellow = Great job... thank you!

Turquoise = Good job but you can do better!

Purple = Um, you definitely left a trace.

Red = WTF?



Financial summary

<u>Revenue</u>	
Ticket Sales (450 x \$50)	\$ 22,500.00
Donations (Y patrons)	\$ -
Donations (Bernal Equinox in March'17)	\$ 1,600.00
TOTAL REVENUE	\$ 24,100.00
<u>General Expenses</u>	
Brown Paper Ticket fees	\$ 653.15
Paypal expense (varies based upon dollar amount)	\$ 805.50
Land Rental (\$1000 or 10% whichever is higher = \$1600 maximum)	\$ 1,600.00
Insurance	\$ 462.29
Albany NY pre-burn meeting/retreat (first quarter of calendar year)	\$ 632.91
Delhi NY post-burn meeting (fourth quarter of calendar year)	\$ 572.85
Art Grants (includes adopt-a-potty)	\$ 3,861.34
Swag for volunteers (includes ranger shirts, swag, wristbands)	\$ 585.96
Web page	\$ 500.00
Waivers	\$ 75.69
<u>DPW Expenses</u>	
Portal Pottie Rentals (18)	\$ 2,576.88
Fire Wood	\$ 280.00
Land Improvement	\$ 500.00
HELP Guide printing	\$ 322.22
Storage unit near event site	\$ 600.00
Radio rental	\$ 679.89
DPW advance purchases for infrastructure	\$ 2,375.60
Local EMS support	\$ 200.00
Event signage	\$ 84.95
Misc (lost and damaged items)	\$ 87.00
TOTAL EXPENSES 2017	\$ 17,456.23
SURPLUS REVENUE/LOSS FROM 2017	\$ 6,643.77
Surplus revenue carried over from 2016 - checking	\$ 1,096.20
Surplus revenue carried over from 2016 - PayPal	\$ 5,663.73
TOTAL SURPLUS CARRIED OVER FROM 2016	\$ 6,759.93
TOTAL SURPLUS TO DATE	\$ 13,403.70

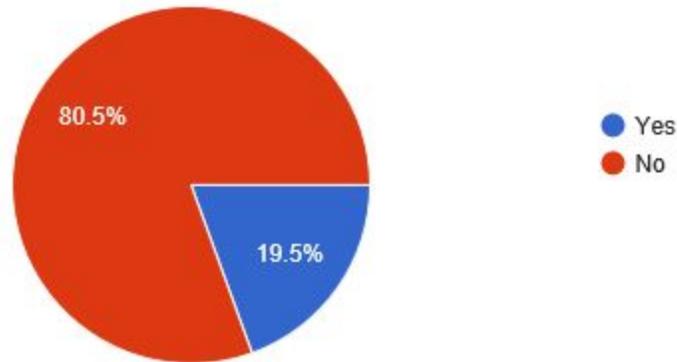
AFTERBURN PARTICIPANT SURVEY

Following the event, a community survey was conducted to collect participant feedback. We received 113 responses. Last year we received 79 responses. We were pleased with the improved response rate, but had hoped for better.

**Notable variances from last years survey are indicated.*

Was POrtalBurn your virgin burner experience?

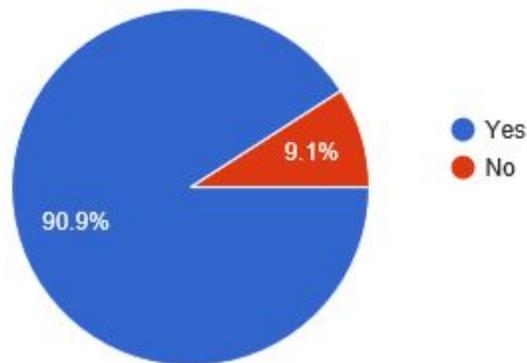
113 responses



**Yes responses up 9% from 2016*

As a virgin burner, did you feel welcome by the community at POrtalBurn?

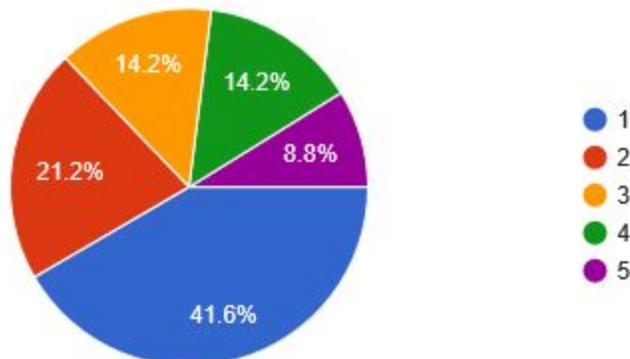
22 responses



**Yes responses down 10% from 2016*

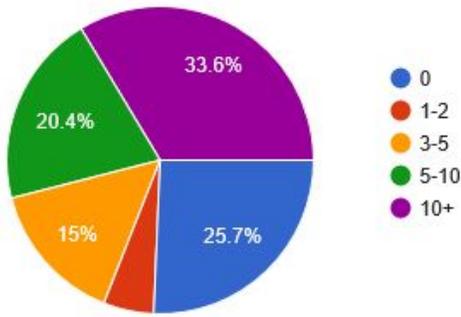
How many POrtalBurns have you attended, including 2017?

113 responses



How many times have you attended Burning Man or any other regional burns?

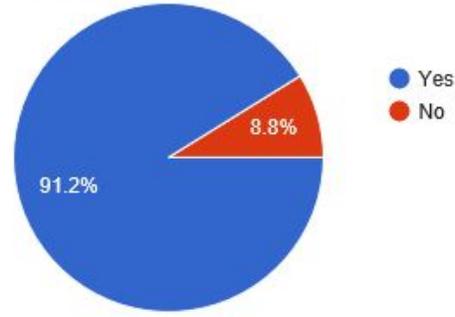
113 responses



*0 responses up 15% from 2016

Do you intend to return for POrtalBurn 2018?

113 responses



*Yes responses down 4% from 2016

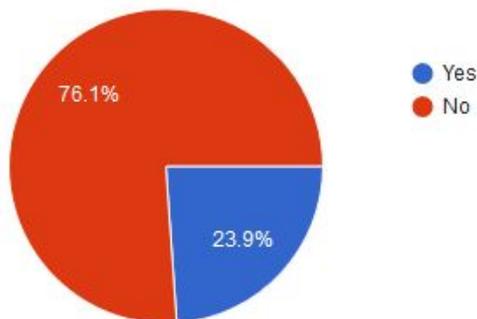
Have you attended Burning Man or any other regional burns?

113 responses



Would you be interested in taking on a leadership role for future POrtalBurns? i.e. Department Lead, Board member, other?

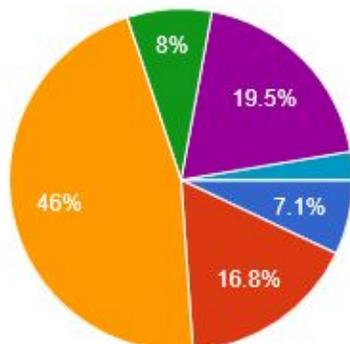
113 responses



*Yes responses down 9% from 2016

When did you arrive at PortalBurn?

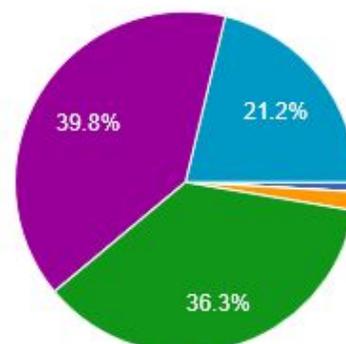
113 responses



- Wednesday, July 26th (Early Entry)
- Thursday Morning, July 27th (Early Entry)
- Thursday Afternoon/Evening, July 27th
- Friday Morning, July 28th
- Friday Afternoon/Evening, July 28th
- Saturday, July 29th
- Sunday, July 30th

What day did you depart PortalBurn 2017?

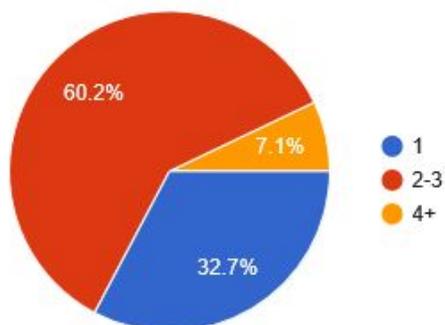
113 responses



- Thursday, July 27th
- Friday, July 28th
- Saturday, July 29th
- Sunday, July 30th
- Monday Morning, July 31st (before noon)
- Monday Afternoon, July 31st (after noon)

Including yourself, how many participants were traveling in your vehicle?

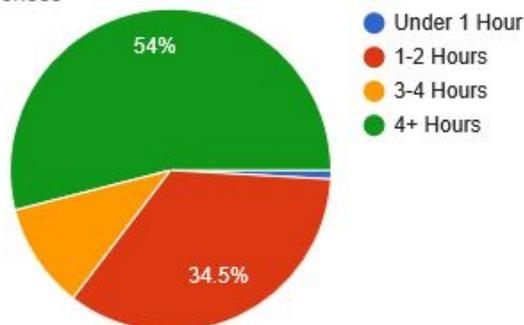
113 responses



- 1
- 2-3
- 4+

How far did you travel to get to PortalBurn?

113 responses

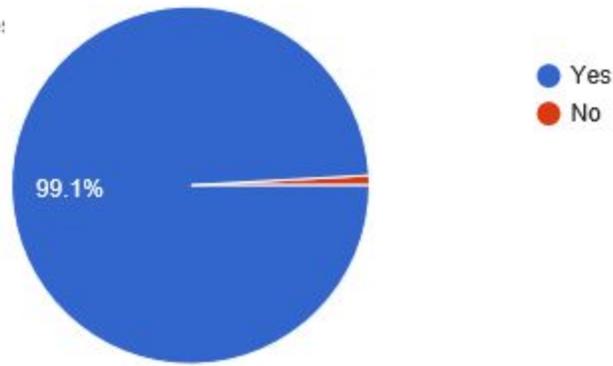


- Under 1 Hour
- 1-2 Hours
- 3-4 Hours
- 4+ Hours

**4+ hours up 21% from 2016*

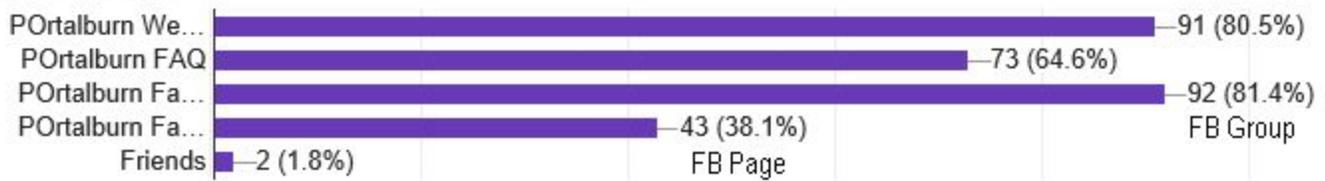
Were you able to find the information you needed?

113 response:



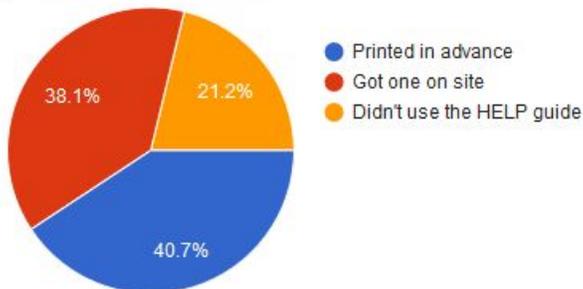
Prior to coming to POrtalBurn, what resources did you use to find information?

113 responses



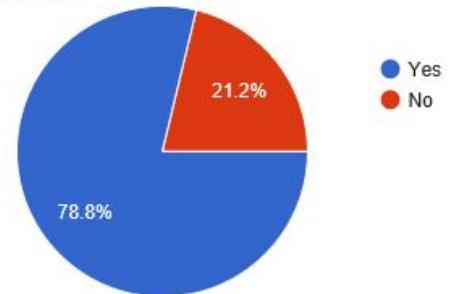
Did you print out a POrtalBurn HELP guide in advance, or get one when you were on site?

113 responses



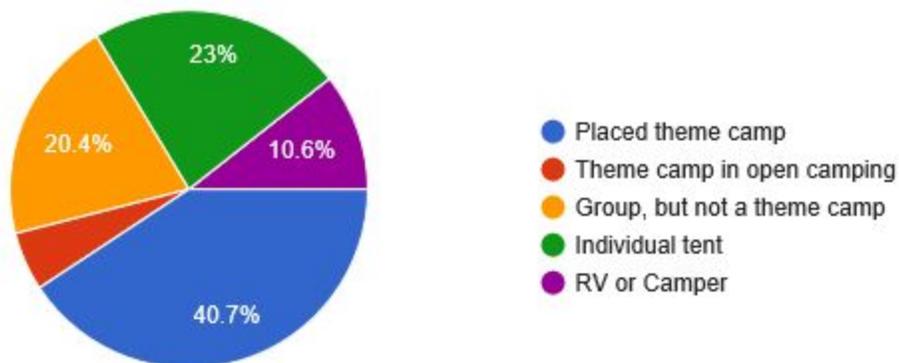
Did you use the POrtalBurn HELP guide?

113 responses



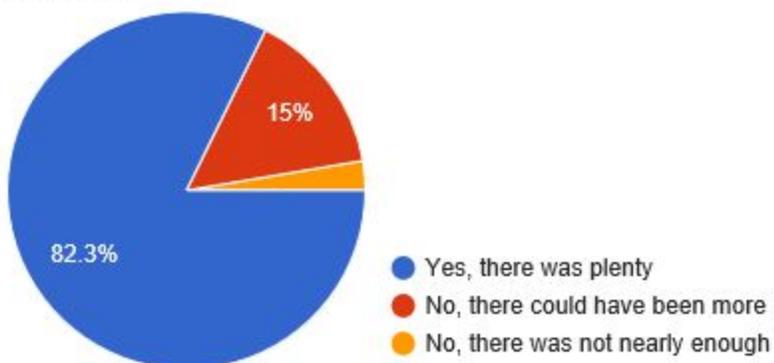
Did you camp by yourself, with a group, or with a theme camp?

113 responses



Did you find available camping satisfactory?

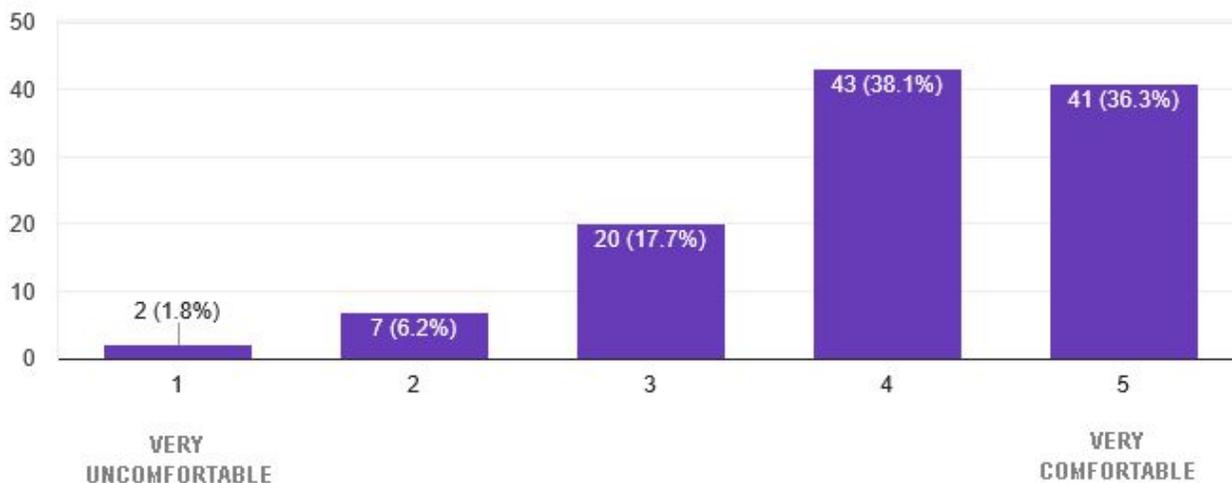
113 responses



**Yes responses down 11% from 2016*

How comfortable were you entering theme camps that were not your own?

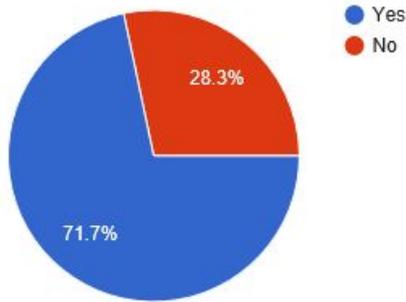
113 responses



**This year 8% rated 2 or lower; last year 1% rated 2 or lower.*

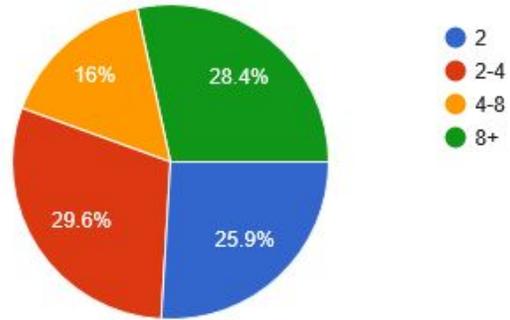
Did you volunteer at PortalBurn 2017?

113 responses



How many hours did you volunteer during the event?

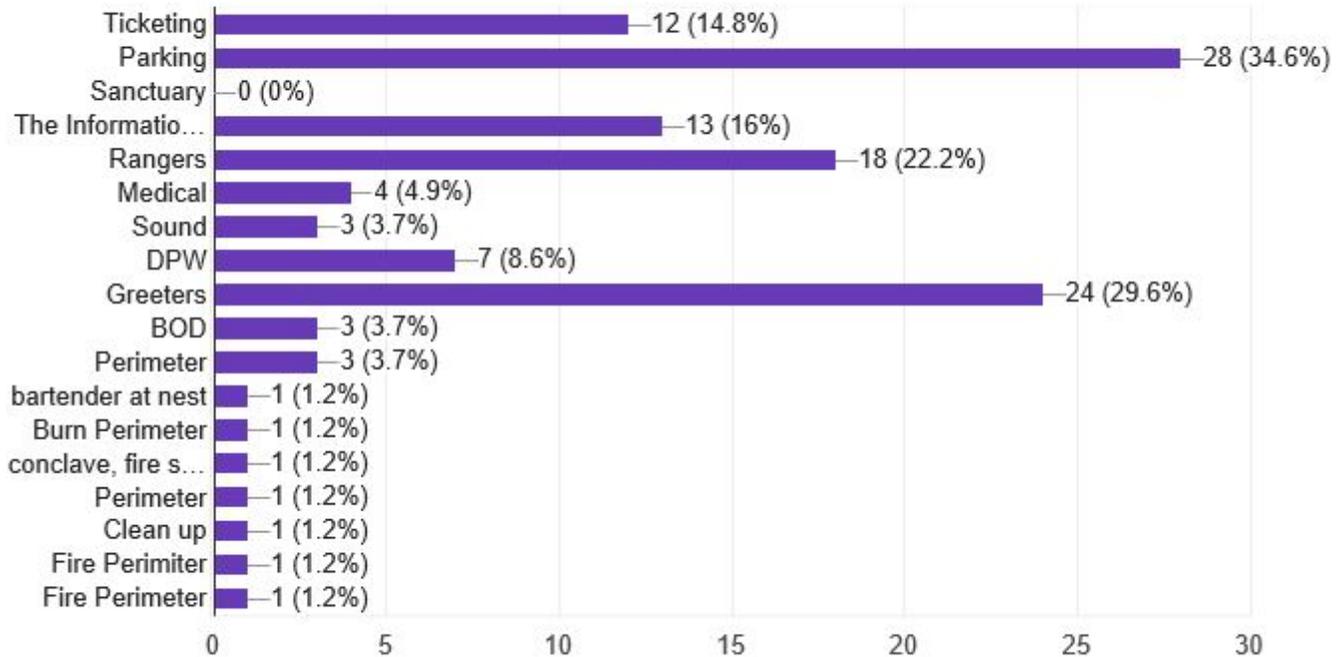
81 responses



**Increase in 2 hour and 8+ hours*

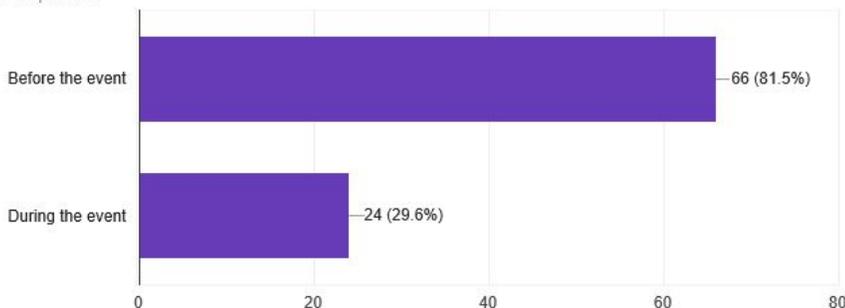
What departments did you volunteer for?

81 responses



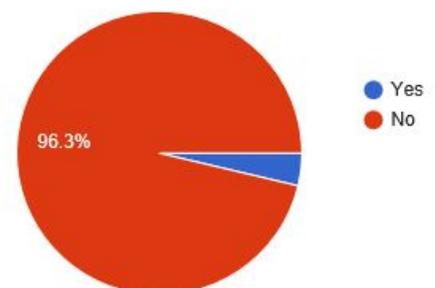
Did you sign up to volunteer before the event, during the event or both

81 responses



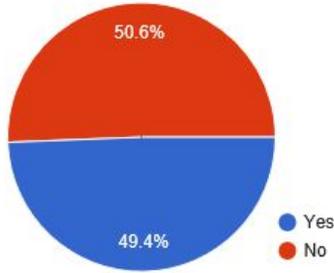
Did you miss any volunteer shifts that you signed up for?

81 responses



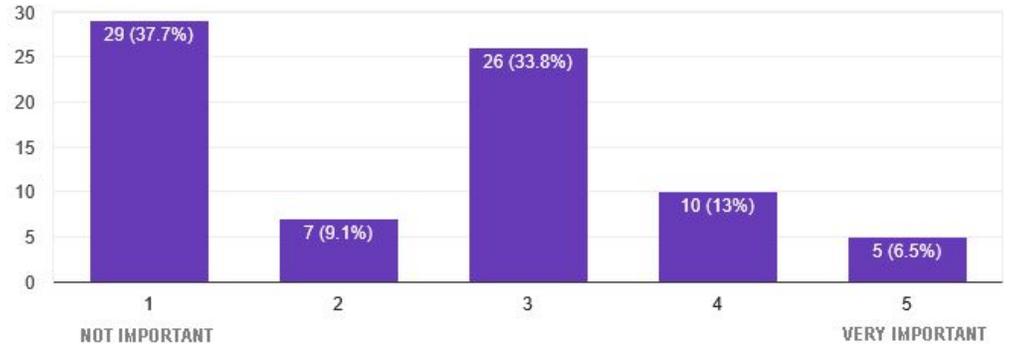
Did you receive any swag for volunteering?

81 responses



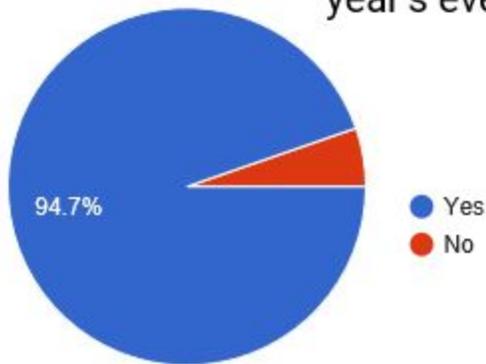
How much did volunteer swag mean to you?

77 responses



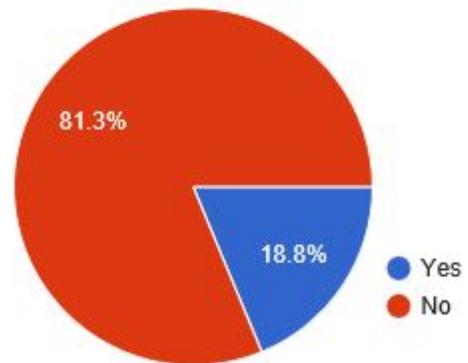
Did you find art to be a meaningful component of this year's event?

113 responses



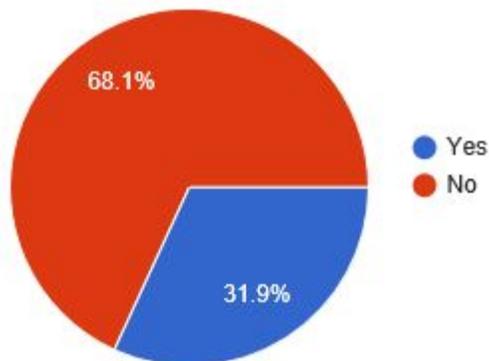
Did you submit any events or camp listings to the HELP guide?

112 responses



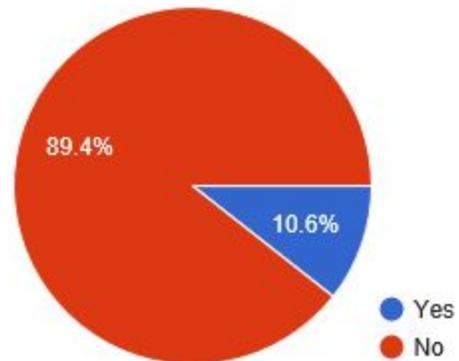
Did you contribute any art for this year's event?

113 responses



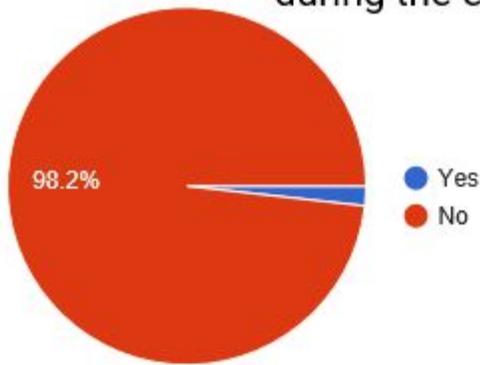
Did you receive an art grant?

113 responses



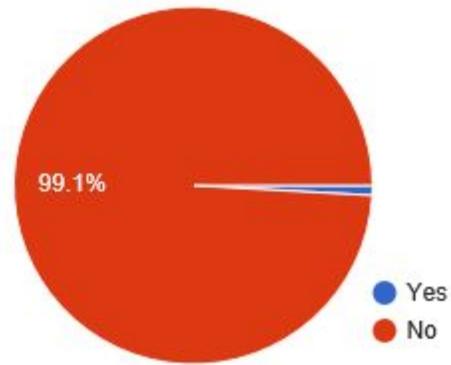
Did you have any difficulty finding Rangers or MASH during the event?

113 responses



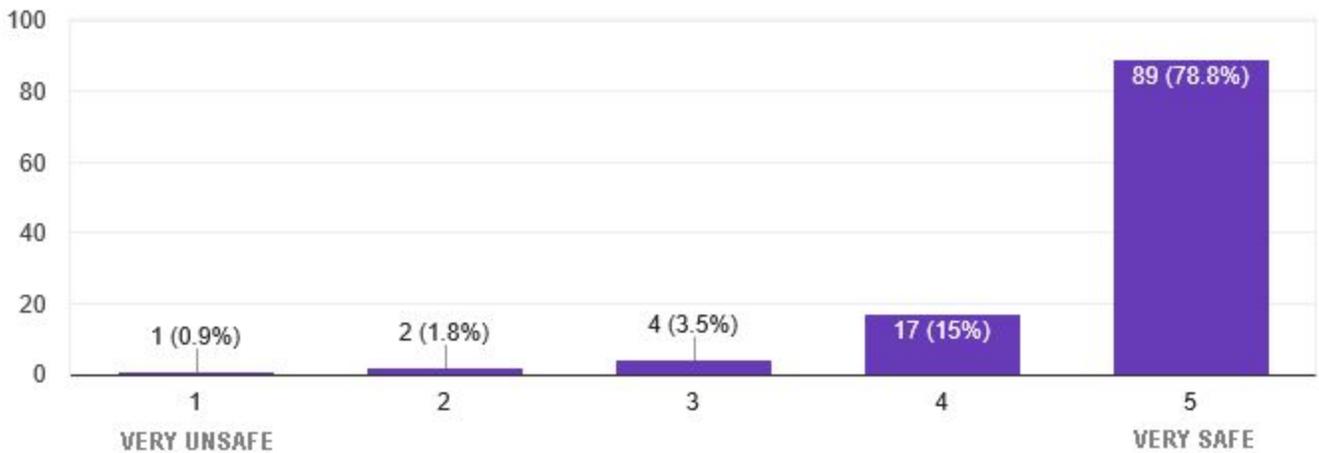
Did you have any need to visit Sanctuary during the event?

113 responses



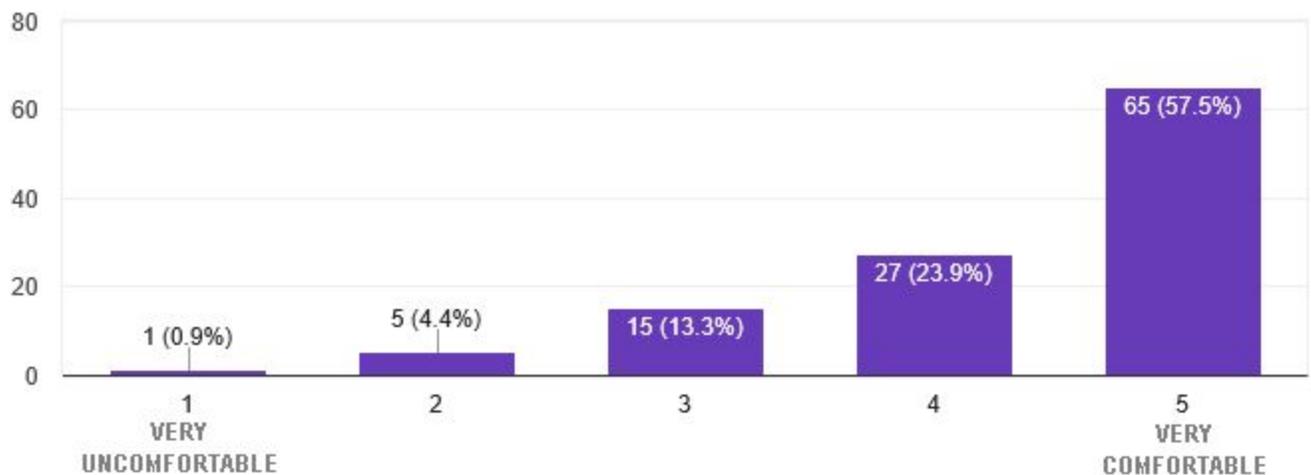
I felt safe during the event

113 responses



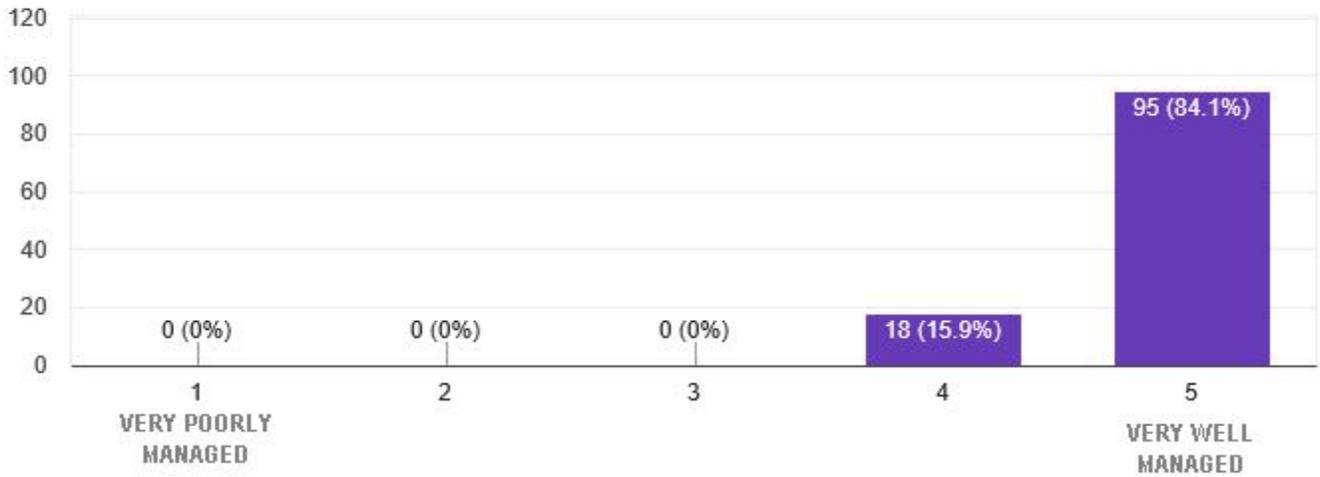
I felt comfortable during the event

113 responses



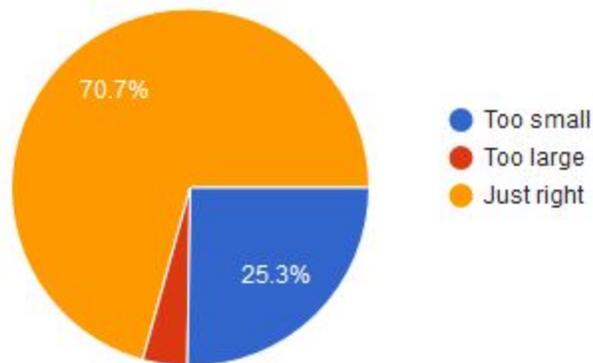
Ticketing was well managed

113 responses



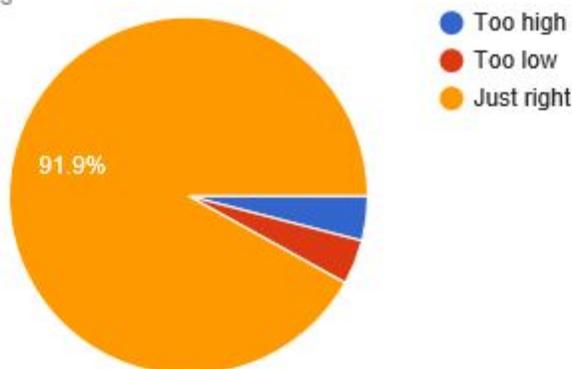
This year we raised the ticket cap from 400 to 450 (420 open sale + 30 reserve tickets for artists and staff volunteers). Do you think the 450 is too small, too large, or just about right?

99 responses



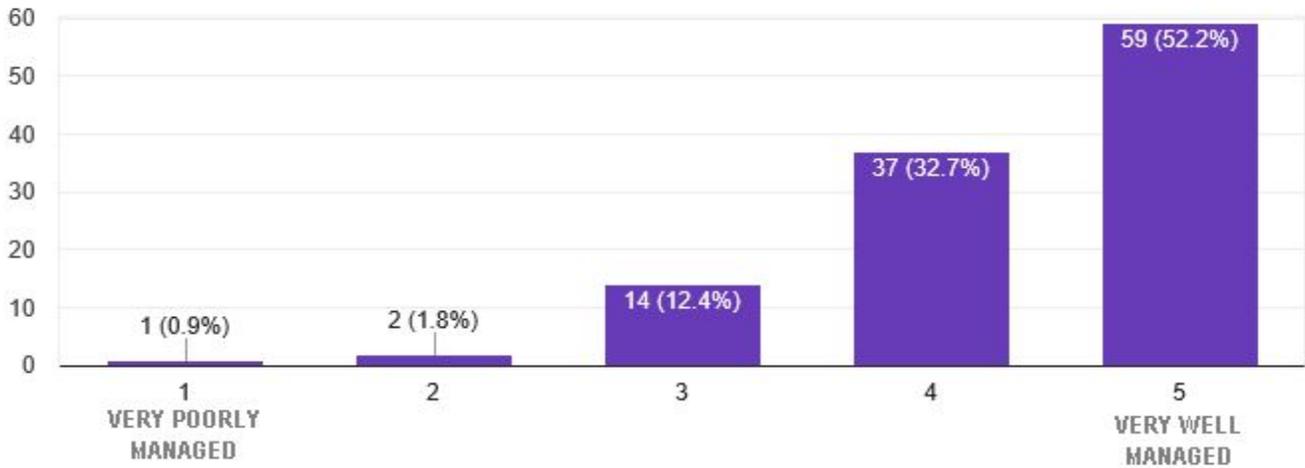
How do you feel about the \$50 ticket price?

99 responses



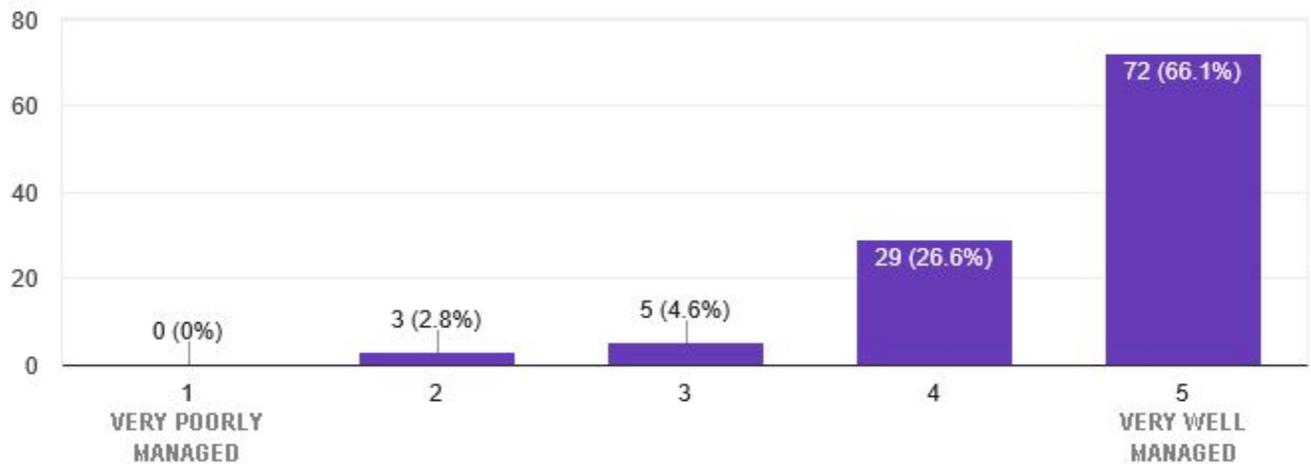
Entrance was well managed (parking, unloading)

113 responses



Exodus was well managed

109 responses



PORTalBurn was a well-managed event

113 responses

