

## **PortalBurn Board Meeting**

**Date: Jan 24, 2015**

### **Board Attendees:**

- Dove 'Starfish' Russo
- Alan 'Sheck' Shechter
- Josh 'Bonus' Russo
- Deena 'Painter' Salzman
- Kim 'Dusty' Robinson

### **Advisor Attendees:**

- Jen Storm (ad hoc legal consult)

### **Board Members not present:**

- Greg 'Bird' Cunningham

### **Meeting structure**

- Notetaker (Kim)
- Timekeeper (Alan)
- Review agenda - add/table items
- Transparency - meeting notes to be posted on Portalburn.com. Board to review and approve.

### **2015 Event**

- Location
  - Set deadline for when we need to choose the best available option
    - It is agreed that a determination will be made by Feb 28. At this point, Haner Farms is our most viable option.
    - There are two additional locations to be explored.
      - 1) Jenn is checking to see if Turin is a viable option
      - 2) Alan will follow up with Kirsten to see if Newell Farm is a viable option.
    - If either is viable a site visit will be scheduled. Feb 22.
  - Location Requirements have been established by the organizing committee. If any of these requirements are not met, a site is not considered a 'viable option':
    - PortalBurn is an Upstate New York event. We're seeking a location that is within a 3 hour drive (give or take) from Buffalo, Rochester, Syracuse and Albany.
    - We need a location that permits nudity.
    - The location must be able to accommodate an effigy burn (large bonfire space), and ideally campsite burns (burn barrels).
    - The ability to play amplified music is a must, so ideally a significant distance from residential areas. We will structure sound policies based on site needs.
    - Space must be able to accommodate theme camps and open camping for up to approx 500 people. Overall space will affect the ticket cap.
    - There must be sufficient parking for vehicles, and the ability to drive vehicles onto the campsite for load/unload. RV parking is not a requirement.
    - Bathroom facilities are not a requirement, however we must have the ability to bring in and maintain portal potties.
    - Space must be available for 4-5 days (Thur-Mon) during the June/July/Aug timeframe... actual dates to be determined based on land availability.

- Rental costs of the land will affect ticket price. We'd like to maintain a ticket price in the \$40 range (same as PB 2014). To do that, our rental costs need to be low. We are happy to discuss a sliding scale based on ticket sales and attendance.
    - These requirements make privately owned property desirable. We are willing to host work weekends, if necessary, to help prepare the space for our event.
- Event Date
  - Date will be location dependent. Consideration is given to other events happening within the region. Desired weekends include:
  - July 24-27 (preferred)
  - July 17-20 (second choice, Grassroots weekend is a local consideration)
  - Organizers agreed the event will run from Friday through Monday, with early arrival permitted on Thursday for key contributors, such as coordinators, artists, DPW, etc. Specifics TBD.
  - Prepare an agreement - TBD based on location

#### Official Regional Status

- Dove will provide details for consideration and action plans moving forward

#### Timeline

- Bylaws - documented Feb 20, voted by current board on Feb 23
- Establish lead roles and liaisons - Feb 23
- Event Date and Location - March 7
- Organizational Announcement - March 7
- Art Grant submissions - open March 14, close April 11, announced April 18
- Lead applications - Open March 7

#### Event Oversight Structure

- Jen will document agreed to bylaws and structure. Organizer roles agreed to:
  - Burningman Liaison (Dove)
  - President (Josh)
  - Treasurer (Alan)
  - Needed: Secretary, VP/VC
- BOD Meeting Schedule:
  - Monthly - first monday at 8pm, ending no later than 10:30pm
  - Agenda items to be submitted no later than Saturday at 12pm (noon)
  - Quorum required (half members present). Meeting will be rescheduled if no quorum.
- Town Halls - 2 per year
  - Pre Event - 5-6 months prior (Jan) proposals and planning
  - Post Event - 2 weeks post event for feedback
- Board of Directors
  - Responsible for overall event production
  - Act as liaisons for Leads
  - Determine roles, departments and responsibilities needed
  - Vote on leads
  - Approve budgets
  - Establish production schedule
  - Approve SOP's

- Establish succession planning
- BOD term limits: 2 years/2 renewals
- February retreat
- Financial or legal decisions require Board approval
- Department Leads
  - Need to develop documented roles, job description and expectations
  - Head departments, form and lead teams
  - Provide afterburn reports for department
  - Develop and submit department budget
  - Develop standard operating procedure in conjunction with board member liaison
- Timelines and process for Board nominations and selection.
  - Nominations: October 1 (nomination month)
  - Participate in Town Hall
  - Election in January
  - BOD retreat in February
  - Nov thru Jan - community comment period, BOD shadowing
  - Community Involvement - In addition to the logistics of adding new people, we also want to look at the list of people we wanted to get more involved after the last event and discuss strategies for recruiting great people.
  - **New Board nominations - Cohesive statement needed to solicit nominations and set expectations for posting ASAP. Boards record contract needed (Jen to provide). Nominations will be voted upon by the current Board. Kim to write statement, Board review and approval before posting. Vote date 2/23**

#### Finance

- Choose a treasurer - It was voted and decided: Alan Shechter
- Check (\$2128.15) handed off to Treasurer, who will call banks (Federal Credit Unions) and determine best option. Jen to provide guidance.

#### Governance

- LLC/501C3 status
- Legal Counsel options
- Agreement with landowner
- waiver that attendees sign
- Enacting Bylaws
  - Document shared on 2/23
- Liability issues that need to be considered in bylaws:
  - Need to include a photography policy
  - Need to include a ADA (disabled access) policy