

PortalBurn Board Meeting Notes

Date: February 23, 2015

Board Attendees:

- Dove 'Starfish' Russo
- Alan 'Sheck' Shechter
- Josh 'Bonus' Russo
- Deena 'Painter' Salzman
- Kim 'Dusty' Robinson
- Greg 'Bird' Cunningham (2:00 am his time!)

Advisor Attendees:

- Jen Storm (ad hoc legal consult)

Meeting structure

- Notetaker (Deena taking googledocs notes, Alan taking pen & paper notes)
- Review agenda - add items
- Transparency - meeting notes of this meeting to be posted on Portalburn.com
 - Josh will post on website this week

2015 Event

- Location
 - 1) Jen checked to see if Turin is a viable option. It's not.
 - 2) Newell Farm feedback (visited 2/22, by Alan, Josh, Kim)
 - Road is accessible but incoming traffic goes through property up to field.
 - Back road exists but is walk-in only
 - Land on par with Haner for useable area
 - Very hilly. Alan thinks it would be problematic.
 - Sufficiently secluded
 - Lacking in variety of landscape features
 - All three think Haner farm is better option although Newell might be more friendly in terms of neighboring community
 - 3) Current default spot is Haner farm. Alan talked to Cathi Haner yesterday. She wants to meet us. Alan is to call her Tuesday and let her know which day/time this weekend we can go meet her. Who is available and when?
 - Discussed need for community outreach, especially if we are going to be in Candor again
 - Higher level of attention to sound management
 - Josh and Kim will meet with Cathi this coming weekend
- Date

CHOOSE A DATE AND ANNOUNCE IT! (designate the same person to announce it)

 - Desired weekends include:
 - July 24-27 (preferred)
 - July 17-20 (second choice, Grassroots weekend is a local consideration)
 - July 31 - August 3 may be the safest, because of the hay harvest.
 - Site availability dictates date. To be selected after meeting with Cathi.

- Organizers agreed the event will run from Friday noon through Monday noon, with early arrival permitted on Thursday for key contributors, such as coordinators, artists, DPW, etc. Specifics TBD.
- Prepare an agreement - TBD based on location. A preliminary one has been written, covering the basic responsibilities we let the landowner know we'll cover, such as Insurance, Portal-potties, and Leave No Trace, and more.
 - Alan will send on to group

Official Regional Status

- Dove will provide details for consideration and action plans moving forward
 - Major issues in burn committee: A lot of long-standing regionals unhappy with current agreement.
 - Dove thinks it might make sense to sign it for this burn but evaluate after.
 - Official status will help recruit qualified burn leadership
 - Could make it easier to get event insurance
 - Concern about photo policy
 - Burning Man has the right to use it
 - Is there a deadline?
 - Decision tabled until we can look over the agreement

Timeline

- Bylaws - distributed via email
 - Decided we will read and discuss by noon on Monday
 - Board members will make comments on changes which then will be reviewed by Jen for feasibility
- Establish lead roles and liaisons - Feb 23 (designate someone to announce the roles)
- Dove will look at what other burns are doing and report
 - DPW
 - Medical
 - Rangers
 - Art Grants/Effigy
 - Theme Camps
 - Parking
 - Gate/Ticketing
 - Sound
 - Fire
 - Volunteer coordinator
 - HELP guide
- We will review what is needed and advertise on Monday
 - Josh and Kim will go over this
- 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
- **New Board nominations - open immediately. Cohesive statement needed to solicit nominations and set expectations. 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. Nominee vote date Feb 23.

Next meeting needed in the very near future. Alan will post a new doodle.

Event Oversight Structure (Waiting on Bylaws)

- Organizers and Planning
- Community Involvement - how to on board new organizers, coordinators or planners
 - In addition to the logistics of adding new people, perhaps 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.
- Timelines and process established for Board nominations and selection

Finance (Alan, Treasurer)

- Choose a credit union to open an account and deposit check
 - Check (\$2128.15) is still in hand.
 - I spoke with Maria DiSano at ESL. She needs a copy of the Bylaws to see who in the organization has rights to do what. They will also need those listed on the Bylaws that have access to the funds to be members of their credit union. To be a valid member you must either work in or live in the Rochester city limits, or have a relative who is a member, or work for an affiliated company (like Kodak or Johnson & Johnson). Residency fulfills the requirement for almost everyone, so no big deal. Becoming a member means opening a savings account with a dollar.

Governance

- Agreement with landowner - needs to be written and a copy on file
- waiver that attendees sign - we should have a copy on file
- Liability issues that need to be considered in bylaws:
 - Need to include a photography policy
 - Need to include a ADA (disabled access) policy

Facebook

- There seems to be a lot of ads lately. Do we feel it is an issue, and if not now, when, and how shall we address it?
 - Discussed not using facebook as official outlet for community posting