



**Meeting Notes for Events Workgroup
February 21st, 2017**

Attending: Kipp, Ani, Jill

Action items from last meeting

- Sekoynia
 - Send calendar doodle to folks who provided their emails in the survey as an indicator that they would like to help with the event.
 - Set up meeting in March to meet with everyone and assign tasks
- Jill
 - Research street closure permits
 - Research food cart permits
- Kipp
 - Research alcohol permits

Update on 50th Anniversary Big Event

- Survey
 - ? responses in total
 - The survey was up on the website through the end of January 2017
- Date
 - We need to pick a weekend in August to hold the Big Event
- Venue
 - Block Party
 - SE 8th between Burnside and SE Ankeny or SE Ash
 - KBOO to arrange entertainment
 - KBOO to arrange food
 - KBOO to arrange alcohol
 - KBOO to arrange security
 - We want to have Doug Fir / Jupiter Hotel involvement in the event
 - It would be great to somehow include Cider Riot
 - We want IPRC involvement
- Portland Bureau of Transportation (PBOT)'s Community Event Permit Package Overview
 - Street Systems Management
 - 503-823-7073

- <https://www.portlandoregon.gov/transportation/66885>
 - Application Package
- Apply at least 4 weeks prior to the event – or expedited fee applies
- 2 types of event permits
 - Alcohol allowed
 - Alcohol prohibited
- Other permits and documents needed
 - OLCC permits
 - Stage – Fire Marshall, 503-823-3712
 - Amplified Music – Noise Control Office, 503-823-7350
 - Serving Food – Multnomah County Health Department, 503-988-3400
 - Block Party – Portland Bureau of Transportation Engineering, 503-823-4003
 - Security Plan
 - ID and Alcohol Monitors
 - Crown Control
 - Internal Security
 - Traffic Control Plan
 - Liability Insurance
 - Certificate required
 - City of Portland named as the certificate holder
 - Endorsement required
 - Naming the City of Portland as an additional insured
 - Notification of the planned street closure to neighboring businesses
 - Signature notification form must be completed
 - Notification of the planned street closure to the Neighborhood Association
 - Adopt the Rules of Conduct
- Known Costs

▪ Nonprofit LOCAL event 1 street closure	=	\$36
• Each additional street	=	\$18
OR		
▪ Nonprofit REGIONAL event 1 street closure	=	\$59
• Each additional street	=	\$29.50
▪ Alcohol in the Right of Way Permit	=	\$375
▪ No parking signs	=	\$2 / space

- Unknown Costs
 - OLCC Permits and cost requirements
 - Are there costs associated with supporting permits?
 - Liability Insurance
 - Certificate
 - Endorsement
 - Minimum requirements \$1,000,000 liability insurance
 - Security
 - ID and Alcohol Monitors
 - Crowd Control
 - Internal Security
 - Traffic Control
 - KBOO rents/pays for the street barricades and signs
 - Stage and Sound Equipment
 - Jill will research and report back with costs at the March meeting

- Application Process
 - Determine eligibility
 - Complete application and supporting documents
 - Portland Bureau of Transportation sends applications out to the following:
 - Police precinct
 - Noise Control Office
 - Fire Bureau
 - Emergency Services
 - District Neighborhood Coalition
 - Office on Neighborhood Involvement
 - OLCC Liaison
 - Agencies have 5 days to review the application and respond with any issues
 - PBOT will continue to review all sections of the application until all requirements have been met
 - 4 – 6 week process
 - Traffic Control Plan is reviewed and once approved will be sent by the City of Portland Traffic Engineer
 - Once PBOT approves the application, PBOT issues the permit and emails the invoice to applicant for payment and pickup.

- Promotions
 - We will spend money to advertise through local vehicles
 - Can we ask a registration fee for vendors, etc. to table during the event
 - We will charge food carts for their spaces

Recruitment

- We need more enthusiastic folks for this workgroup
- ani will actively recruit volunteers to help with planning the leg work for the Big Event
 - Sekoynia, can you provide the emails of the folks interested in helping from the survey?
- Kipp is working on an Orientation Manual for the Event Workgroup
 - This will include internal (KBOO) and external (non-KBOO) resources

Book and Record Sale Dates for 2017

- Scheduled for August
- We still need to arrange for storage space

Significant Dates for Outreach for 2017

- Inner City Blues Festival – April 22nd
- What the Festival – 6/16 – 6/19
- Good In The Hood – 6/23 – 6/25
- Blues Fest - 6/30 – 7/4
- Cathedral Park Jazz Festival - 7/14 – 7/16
- Pick-a-thon - 8/3 - 8/6
- Albina Fest – August
- Rags to Riches – August
- Ani will create a Google Events Calendar that has the ability to overlay with the Co-sponsorship Calendar
 - This will help us find opportunities to dovetail the efforts of this workgroup.

Parade Planning

- KBOO wings
 - Float is relatively ready to go with very little effort
- Fuzzy Boo is also a parade option
 - General maintenance is currently underway
- Are there other parades or festivals that KBOO should be involved in?
 - Pride
 - Good In the Hood

Book and Record Sale

- We will hold this topic over until the next meeting
- We are still 6 months out
 - anii will talk to Cider Riot
- We need to secure – sooner rather than later – is storage space
 - Be great to have donated or in-kind donated space
 - Does someone want to underwrite the storage space?

Check-in on The Know

- Opening March 3rd
- KBOO co-sponsorships for DJ nights
 - Kipp will submit online co-sponsorship forms
 - April 1st – co-sponsored event
 - May 31st – KBOO benefit
 - Local rappers and DJs
 - Kipp can book events on off-nights
 - Sundays through Wednesdays
 - If there are interested local DJs let Kipp know
- Monthly Dance Night
 - Kipp will submit co-sponsorship forms
- Callie D
 - Interested in funding an event
 - Kipp will follow up
- Live Broadcasting Opportunities
 - For April 1st event at The Know
 - Kipp will send email to ani, Erin and Tom to decide whether KBOO can live broadcast
 - KBOO needs to conduct a site survey
 - Looking at like a 10pm to 1am time slot
 - The May 31st event is a possibility
 - Need at least 1 month notice prior the event
 - Already committed to other live broadcasts mid-June through mid-August

Promotions

- Discussed videos and live-streaming for KBOO in general
 - Kipp will email ani about using this new idea for KBOO's membership drive
 - Ani will note this idea in the debrief from the Winter 2017 membership drive

On-line Auction

- Topic for Jill held over until the next meeting
 - Ani is at capacity

 - Jill can manage this virtual event with the assistance of several KBOO volunteers

Action items for next meeting

- Ani
 - Create Google Events Calendar that can overlay with the Co-Sponsorship Calendar
- Jill
 - Research costs for stage and sound equipment
 -
- Kipp
 - Research alcohol permits for Block Parties with the OLCC

 - Complete Co-sponsorship forms and requests for live broadcasting at upcoming events at The Know

Date and Time for next Meeting

- In March we will meet on Tuesday, 3/21 at 6pm