



Meeting Notes for Events Workgroup April 18th, 2017

In Attendance

Workgroup members

- Kipp
- Jill

Guests

- Del
- Gil
- Armando
- Jenka
- Natasha

Agenda for tonight's meeting

- Update on action item status from March meeting
- Review Events Workgroup Orientation Document
- 50th Anniversary event planning updates
 - Budget request for steering committee
- Parades and community outreach planning
- The Know Update
- Online Auction Update
- Recruitment

Action items from last meeting

- Jill
 - Research stage and production equipment pricing
 - Status – *in progress*
 - Sit with Kipp to develop Events Workgroup Orientation info
 - Status – complete
- Kipp
 - Sit with Jill to develop Events Workgroup Orientation
 - Status – complete
 - Submit online co-sponsorship forms for Dance Nights at The Know
 - Status – complete

Events Workgroup Orientation Document

- Reviewed the document with meeting participants
- Contacts for workgroup members were confirmed and/or updated
- Jenka will flag inappropriate flyers with KBOO logo
 - KBOO has experience with inappropriate content and the station's logo.
- Suggestion to define filters to ensure events are in line with KBOO's mission and values.
- Suggestion to create a "checklist" of steps to plan and execute a successful event

Update on 50th Anniversary Big Event

- Overview of planning for KBOO's 50th anniversary
 - Del and Armando provided an overview of the events and activities being planned to celebrate KBOO's 50th Anniversary:
 - Exhibit at the Oregon Historical Society
 - Oral histories
 - Big celebration event
 - Events Workgroup planning is in progress
 - Current finances update
 - KBOO currently has 2.5 months of reserves
 - Wants to increase the amount of reserves
 - Some grants are ending
 - KBOO fundraisers are reaching out to major donors
 - Goal to raise \$100,000 for the reserves by 2018
 - For overall budget, fundraising and planning purposes the preliminary budget for the big celebration event are needed before the next meeting of the 50th Anniversary Steering Committee meeting on Thursday, 4/27
 - Kipp, Armando and Jill will meet on Thursday, 4/20 to work on numbers to build the preliminary budget.
- KBOO events leading up to the 50th anniversary big celebration
 - Are there specific events that are planned as fundraisers for the 50th anniversary big celebration?
 - No specific events are planned
 - The workgroup does not have capacity to plan these events.
 - We will promote KBOO's 50th anniversary during all events between now and KBOO's birthday.
 - Is the 50th anniversary big celebration planned as a fundraiser?
 - No
 - But there are plans to sell beer/wine/alcohol.

- 50th anniversary big celebration date
 - The events workgroup had selected either the 1st or 3rd weekend in August 2018 to hold the 50th anniversary big celebration
 - Meeting participants expressed interest in holding the big celebration event closer to KBOO's birthday and the Historical Society and Oral Histories events
 - Ani, could you please continue this conversation at the 50th Anniversary Steering Committee meeting?

- 50th anniversary big celebration location
 - Block party
 - SE 8th Avenue – between Burnside and Ankeny
OR
 - SE 8th Avenue – between Ankeny and Ash

- Brainstorming about planning the day of the celebration
 - Permits
 - City event permits
 - OLCC permits
 - Other permits

 - Neighborhood
 - Necessary to address the neighborhood association
 - Necessary to address all adjacent neighbors and any other neighbors who may be affected by the event
 - KBOO will begin dialogue with the Jupiter and Doug Fir to let them know planning is in process and to see how we can partner with them.
 - KBOO will also check in with Cider Riot to see how we can partner with them.

 - Production
 - Stage
 - See attached research and quotes
 - Check in to see if vendors are interested in trade underwriting before contracting
 - Tents for stage and sound engineer
 - See attached research and quotes
 - Check in to see if vendors are interested in trade underwriting before contracting
 - Risers for stage and sound engineer
 - See attached research and quotes
 - Check in to see if vendors are interested in trade for underwriting before contracting
 - Sound equipment

- KBOO can provide 2 amps on tripods
- See attached research and quotes
- Sound engineer
 - KBOO can provide
- Security
 - Kipp will check in with his friend who has a security company to see what they would charge to provide security for this day/evening-long event.
- Generator
- Ground locator
 - Ground for generator
 - Usually a free service
- Electrician
- Line-up of performers
 - Kipp wants to touch base with program hosts from multiple genres representing KBOO's community
 - Erin can provide a list of program hosts who know folks who might be interested in performing during the celebration
 - Will we plan to compensate performers?
 - There is greater commitment from the performers if they are compensated
 - Costs will be reflected in the preliminary budget
 - Bands can sell their merchandise during the celebration

Parades and community outreach planning

- Fuzzy Boo
 - Jenka led this discussion and wants Fuzzy Boo to be a big part of the 50th anniversary celebration events.
 - Fuzzy Boo can promote the 50th Anniversary during events in 2017 and leading up to KBOO's birthday.
 - Jenka expressed the need for assistance in identifying events and outreach where Fuzzy Boo can make an appearance.
 - Jenka suggested interactive activities involving Fuzzy Boo
 - A photo booth inside Fuzzy Boo as an attraction to the vehicle and information about KBOO.
 - Or a social media sweepstakes
 - Tag Fuzzy Boo and enter to win
 - Or a city wide scavenger hunt
 - General maintenance is complete.
 - Additional drivers for Fuzzy Boo are needed!
 - It works well when drivers go out with a partner
 - One person drives while the other handles music, pitches, etc. and provides traffic assistance.

- Possibilities for the use coming up
 - Pride parade – June
 - Good In The Hood – 6/23 – 6/25
- Other significant dates for community outreach for 2017
 - Inner City Blues Festival – 4/22
 - What the Festival – 6/16 – 6/19
 - Blues Fest - 6/30 – 7/4
 - Cathedral Park Jazz Festival – 7/14 – 7/16
 - Clinton Street Fair w/ Parade – 7/23
 - Pick-a-thon - 8/3 - 8/6
 - Albina Fest – August
 - Rags to Riches – August
 - Sunday Parkways – Summer
- Ani created a Google Events Calendar that can overlay with the Co-sponsorship Calendar
 - This will help us find opportunities to dovetail the efforts of this workgroup.

Check-in on The Know

- Benefit for KBOO
 - Sunday, 5/28
 - Live broadcast starting at 10pm
 - Door proceeds go to KBOO
- Monthly Dance Night
 - Kipp is submitting co-sponsorship forms
 - First Tuesday of the month

On-line Auction

- Jenka, Kipp, Natasha and Jill discussed the mechanics of an online auction
 - Jenka explained that it sounds a lot like the sweepstakes already planned into KBOOs fundraising budget.
- Jill was happy to hear this
 - As much as Jill wants to work on this, she would rather devote her time/energy to the 50th anniversary big celebration.
 - Online auction committee would need to consist of at least 6 people for approximately 6 months.
 - It would be great to fill the Events Workgroup's committee member needs first.

Recruitment

- Armando is interested in joining the workgroup to help plan the 50th anniversary big celebration.
- Natasha expressed interest in joining the workgroup.
- We would like to have a total of 10 to 12 people on the committee
 - Jenka suggested running a spot on the air to recruit
 - Advertise in monthly email newsletter
 - Or advertise in CNRG or Mac's Lists volunteer sections of their weekly postings
 - Kipp and Jill will work on a recruitment advertisement for use in a spot and for post in multiple locations

Carryover from March meeting to revisit at May meeting

Book and Record Sale Dates for 2017

- Scheduled for August
 - Tentative Date – August 19th
- New Underwriting Coordinator will work on obtaining underwriting for the storage space

Question Regarding Donations

- Can donors earmark a specific gift for a specific purpose?
 - Like record needles?

Clinton Street Movie Nights

- No update tonight
- Kipp and Jill are open to tabling opportunities at these events

Action items for next meeting

- Kipp
 - Meet with Armando and Jill to build preliminary budget for the 50th anniversary big celebration
 - Meet with Jill to create a recruitment advertisement for the workgroup
- Jill
 - Meet with Armando and Kipp to build preliminary budget for the 50th anniversary big celebration
 - Meet with Kipp to create a recruitment advertisement for the workgroup

Date and Time for next Meeting

- In May – we will meet on Tuesday, 5/16