



EVENTS WORKGROUP MEETING NOTES

Date

Tuesday, May 16th

In Attendance

Workgroup members

- ani
- Natasha
- Kipp
- Jill

Guests

- Gil
- ***Visitor who stayed from another meeting?***
 - ***Do you remember her name? Sorry!***

Agenda for tonight's meeting

- Update on action item status from April meeting
- Major donor events
- Recruitment
- Parades and community outreach
- The Know
- Book and record sale
- Clinton Street movie nights
- KBOO 50th Anniversary Big Celebration
- Action items for June meeting

Action items from April meeting

- Jill
 - Meet with Armando and Kipp to draft a preliminary budget for the 50th anniversary big celebration
 - Status – *complete*
 - Meet with Kipp to create a recruitment advertisement for the workgroup
 - Status – *complete*
- Kipp
 - Meet with Armando and Jill to draft a preliminary budget for the 50th anniversary big celebration
 - Status – *complete*
 - Meet with Jill to create a recruitment advertisement for the workgroup
 - Status – *complete*
- Armando
 - Meet with Kipp and Jill to draft a preliminary budget for the 50th anniversary big celebration
 - Status – *complete*

Major Donor Events

- Staff are planning 4 happy hours/garden parties for major donors and key members of the KBOO community.
 - The purpose of these events
 - To raise funds for the 50th Anniversary Celebrations
 - To thank donors
 - Back-up ask if donors don't want to schedule a meeting
 - To provide a place where donors can invite their friends to learn more about KBOO and become donors themselves
 - Location of these events
 - House of Rose Lynn Scott in NE Portland
 - Dates for these events
 - Saturday, 6/3 from 3:00 to 5:00pm
 - Saturday, 8/5 from 3:00 to 5:00pm
 - Tuesday, 10/31 from 5:00 to 7:00pm
 - Saturday, 12/9 from 3:00 to 5:00pm
 - Music is booked for the first 3 events – Armando is working on a band for the 4th event
 - Saturday, 6/3 – Lyndee Mah & String Ensemble
 - Saturday, 8/5 – Craig Strand
 - Tuesday, 10/31 – Whiskey Puppy Bluegrass
 - Saturday, 12/9 – TBD
 - Beverages
 - Wine provided by Mad Violet Wine Co. and Trout Lily Ranch
 - Non-wine will also be provided
 - What is still needed
 - Someone to prepare a budget for each event
 - Jill offered to assist with this

- Someone to coordinate food and non-wine drinks
 - We can use our restaurant list and ask for finger food for 20 people
- Someone to coordinate the RSVP process
 - Receive and track
 - Jill offered to assist with this task
- Someone to contact all the bands and be their contact through the day of the event
- Someone to coordinate rental furniture – *if needed*
- Volunteers to help set up and break down the days of the events
 - 6/3 – Kipp and Jill will assist, Natasha will check her schedule
 - 8/5 – Workgroup will check their schedules for this and the last 2 events

Recruitment

- Overview Recruitment Invitation
 - Jill will provide an updated “Script” for the on-air spot
 - Jill will provide updated documents for each channel of communication
- Channels for communicating the request
 - KBOO 90.7fm
 - KBOO social media
 - KBOO website blog
 - KBOO newsletter
 - Expanding on the invitation for blog and newsletter
 - KBOO volunteer email
 - No CNRG
 - We want volunteers from the KBOO community
 - No Mac’s List
 - We want volunteers from the KBOO community
- How do we plug the committee for on-air?
 - Natasha will teach Kipp to create an on-air spot
 - Natasha and Kipp will create the promo spot
- Jill has been recruiting during the membership drive
 - Ray Bodwell will attend the recruitment meeting in June
 - Roberta Kanter will attend the recruitment meeting in June
- Ani will invite Bridgette to attend the recruitment meeting of the workgroup in June

Events and outreach

- FuzzyBOO
 - New signs are being created after vandalism

- Freshly cleaned – DEEP cleaned
- Lights have been fixed
- Arms work
- FuzzyBOO is no longer parked by that station to avoid vandalism
- We can be creative about how we can use FuzzyBOO in the winter
- Kipp made suggestions
 - If FuzzyBOO is successful this summer, we can move forward
 - Take FuzzyBOO off insurance during the winter months
- Events
 - How can this workgroup assist with upcoming events?
 - Event in May
 - Chris Hedges event 5/26 – 5/27
 - Natasha may be able to table on Friday night
 - Kipp will table at the Saturday event
 - Jill cannot attend
- Upcoming Parades and street fairs
 - We will NOT participate in the pride parade – we WILL participate in the Trans Parade
 - Natasha will double check date of Trans Parade
 - Natasha research requirements to enter the Parade
- Other significant dates for community outreach for 2017
 - 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

The Know

- Sunday, 5/28
- Everything is booked and ready
- Flyers are out
- Need to figure out details for live broadcasting
- Kipp requested a volunteer(s) to table at this event

Book and Record Sale

- Scheduled for Saturday, 8/19
- ani is going to check the space again to make sure it is enough
 - Matthew is working on the trade
 - Otherwise we will need to rent space for 6/20 – 8/20
- KBOO will start running spots and put something in the Newsletter to collect the books starting the first week of June

Clinton Street movie nights

- No update at this time

50th anniversary big celebration

- Preliminary budget review
 - No additional cost for insurance for the event
 - Possibly an upcharge of \$800 if more than 250 people at the event
- Suggestion to set up the block party between Ankeny and Ash on SE 8th Avenue
 - Avoids the Jupiter's driveway and cars and bikes crossing 8th Avenue on SE Ankeny
- Suggestion to create a task list for which we will need volunteer's skills and strengths
 - Ideally this document will be ready BEFORE the June meeting
 - Jill will email the workgroup with a few proposed dates to see if folks can assist

Action items for next meeting

- Jill
 - Invite Ray and Roberta tot the June recruitment meeting
 - Provide an updated "Script" for the on-air recruitment spot
 - Provide updated documents for recruitment for each channel of communication
 - Send Natasha the link to the google-calendar for events and co-sponsorships
 - Email the workgroup with a few proposed dates to see who can assist in creating the task list for the big celebration
 - Assist in creating the task list for the big celebration
 - Prepare budgets for major donor events
 - Assist with receiving and tracking RSVPs to major donor events
 - Attend 6/3 major donor event
- ani
 - Assist Kipp with a volunteer(s) to table at the event at The Know on 5/28
 - Check space for book and record sale

- Invite Bridgette to the June recruitment meeting
- Natasha
 - Create promo spot for recruitment on-air request for volunteers with Kipp
 - Attend Chris Hedges event if possible – 5/26 and 5/27
 - Attend 6/3 major donor event?
 - Research date and requirements for Trans Parade
- Kipp
 - Create promo spot for recruitment on-air request for volunteers with Natasha
 - Attend Chris Hedges Event – 5/26 and 5/27
 - Hold event at The Know – 5/28
 - Attend 6/3 major donor event

Date and Time for next Meeting

- June meeting
 - **Wednesday, 6/21** from 6:00 until 7:30pm