



EVENTS WORKGROUP MEETING NOTES

Date

- Monday, 7/17/17

In Attendance

- Workgroup members
 - ani
 - Armando
 - Jill
 - Gil
 - Kipp
- Guests
 - Ca'Brea
 - Damon

Agenda for July meeting

- Welcome & Check-in
- Agenda Review
- Additional items to add to the agenda
- June action item review
- Guest discussion | tabling coordination presentations
- Book and record sale update
- Major donor event update
- Parades and community outreach
- KBOO 50th Anniversary Big Celebration
- July action item review
- Date and time for August meeting

Additional items to add to the agenda

- Not at this time
- If needed, we can add topics as we go along

Action items from June meeting

- Jill
 - Follow up with Emily, Molly and Sean after the recruitment meeting
 - Status – *complete*
 - Send Kipp and Natasha the link to the events/co-sponsorships calendar
 - Status – *incomplete, carryover to July*
 - Assist development with major donor events
 - Status – *in progress*
- ani
 - Continue to recruit volunteers to the Events Workgroup
 - Status – *ongoing*

Guest discussion | KBOO tabling coordination presentations

- KBOO has 2 summer interns.
 - Ca'Brea and Damon are assisting development and the volunteer coordinator with tabling efforts.
 - Outreach opportunities
 - Training and process opportunities
- Ca'Brea's presentation includes contacts for outreach – tabling opportunities
 - Ca'Brea has contacted a large portion of the organizations in her presentation.
 - She has either confirmed or is awaiting confirmation for the upcoming Summer/Fall events.
 - Potential events include
 - Northwest Farmers Market
 - King Farmers Market
 - Kenton Farmers Market
 - Alberta Street Fair
 - Hawthorne Street Fair
 - Eco Film Festivals
 - One Flaming Arrow Festival
 - Willamette River Festival
 - The Standards Volunteer Expo
- Damon's presentation includes a summary of suggestions for streamlining the tabling process for volunteers.
 - Damon put together a preliminary list of frequently asked questions for a FAQ with facts for volunteers.
 - Damon summarized the research he used to create the FAQ.
 - He created a checklist with tabling steps beginning with setup and ending with pack out.
 - Damon made suggestions
 - Before tabling begins, hold a 5-minute orientation with the other KBOO volunteers to discuss the game plan for the day.
 - A "SQUARE" credit card reader is needed
 - There is an opportunity to sell KBOO merchandise at the table.
 - There is an opportunity to sign up new members who don't have cash

- Something interactive to draw folks to the table – a prize wheel?
- Utilize social media more – updates from the KBOO table
- The Events Workgroup discussed both presentations – asked questions and provided input.
 - There was talk around providing a public laptop to the KBOO table so that interested folks can
 - Become members
 - Purchase merchandise
 - Visit KBOO website
 - Join the email contact list

Book and record sale update

- Scheduled for Saturday, 8/19 at Cider Riot from noon to 6pm
- Donations are arriving every day.
 - KBOO is accepting donations Monday through Friday from 9am to 7pm or by arrangement
 - Kipp will create a social media post requesting donations for the book and record sale
 - Efforts will not be as focused on pre-sorting as they have been in the past.
 - Genres include
 - Fiction
 - Non-fiction
 - Reference
 - Coffee table
 - And more
 - As the station fills with boxes of books, volunteers are driving them to our storage unit to make room for more donations.
- Costs for KBOO are low for this event
 - Cider Riot has donated their space for the book and record sale for the 2nd year.
 - KBOO received the storage unit for trade
 - There have been costs for truck rental and advertising
 - Ad in Booksellers
 - Ad on Craigs List

Major Donor Event Update

- Originally, there were 3 garden party/happy hour events scheduled to raise funds for the 50th Anniversary celebration.
 - The next garden party/happy hour was scheduled for Saturday, 8/5
- After some discussion with Development, we plan to cancel the upcoming 2017 events and focus on 3 to 5 major donor events centered around the exhibit at the Oregon Historical Society in 2018.
- There is talk about a fundraising campaign - \$50 for the 50th
 - Jill suggests this campaign could reach the entire KBOO community rather than just major donors

Events and outreach

- Events
 - How can this workgroup assist with upcoming events?
 - Events in July
 - Clinton Street Fair – 7/22
 - PDX Pop Now – 7/22-/23

- Sunday Parkways
 - Farmers Markets
- Events in August
 - Pick-a-thon – 8/3-8/6
 - Alberta Street Fair – 8/12
 - Book and record sale – 8/19
 - Hawthorne Street Fair – 8/27
 - Sunday Parkways
 - Farmers Markets
- Events in September
 - The Standards Volunteer Expo – 9/7
 - Portland Night Market – 9/29-9/30
- Fuzzy Boo
 - Fuzzy Boo has been out and about – last weekend at the Cathedral Park Jazz Festival
 - There is a “spot Fuzzy Boo” contest
 - Take a photo of you and Fuzzy Boo to post on social media #fuzzyboo
 - The prize is a Fuzzy Boo appearance at your own event – sound system and DJs provided.

50th Anniversary Celebration event

- Next steps
 - Volunteers have expressed interest in areas of the planning process.
 - Jill will hold off-line meetings with volunteers to review the task list, timeline and budget for the 5 areas of the event plan.
 - Updates and recommendations will be presented at the August Events Workgroup meeting.
 - Ani wants to make sure we start talking to our neighbors as soon as possible.
 - Well before the permit process has begun.

Action items for July meeting

- Jill
 - Interview for News from the BOO
 - events workgroup update
 - recruitment plug
 - Table at the Clinton/Division street fair
 - Follow up with workgroup volunteers to review and update the 50th Anniversary Celebration task list, timeline and budget for each of the 5 areas of the event plan.
 - Send Kipp and Natasha the link to the google-calendar for events and co-sponsorships
 - Check in with Kipp to create the agenda for the August meeting of the Events Workgroup
- Kipp
 - Create social media post for book and record sale donations.
- ani
 - Continue to recruit volunteers to the Events Workgroup

Date and Time for next Meeting

- August meeting – **Monday**, 8/21 from 6:00 until 7:30pm