



## Meeting Notes for Events Workgroup March 21<sup>st</sup>, 2017

### In Attendance

- Ani
- Kipp
- Jill
- Sekoynia

### Action items from last meeting

- Sekoynia
  - Invite folks who responded to the 50<sup>th</sup> Anniversary Event Survey to the March Events Workgroup meeting. – *complete*
- Jill
  - Still needs to research the cost of stage and production equipment. - *incomplete*
- Kipp
  - Preliminary research on Alcohol Permit – complete
    - OLCC page online had a permit for non-profits
    - Non-profit must be registered with the Secretary of State

### Agenda for tonight's meeting

- Updates on the 50th Anniversary Big Event
- Parade planning
- Book and Record Sale
- Clinton Street Movie Nights
- DJ nights / The Know
- KBOO Auction
- Anything else

### Update on 50<sup>th</sup> Anniversary Big Event

- Recruitment to the Workgroup
  - ani has invited a new volunteer to join the Workgroup and she is ordinarily available on Tuesday nights.
- Survey
  - Approximately 30 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
    - August 18<sup>th</sup> or August 25<sup>th</sup> are proposed as dates
  - OLCC Permit
    - Kipp did some research – see attached and also at:  
[http://www.oregon.gov/olcc/docs/liquor\\_license\\_and\\_license\\_process/TSL\\_NP.pdf](http://www.oregon.gov/olcc/docs/liquor_license_and_license_process/TSL_NP.pdf)

- OLCC page online has a permit for non-profits
  - Non-profit must be registered with the Secretary of State

### **Recruitment to the Workgroup**

- ani has invited a new volunteer to join the Workgroup and she is ordinarily available on Tuesday evenings to join our meetings.
- We need even 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
  - Kipp and Jill will sit before the next meeting and create an outline to start the process

### **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
- Parades or festivals that KBOO will be involved in
  - Pride
  - Good In the Hood
- ani has been working with The Office of Neighbor Involvement and neighborhood coalitions to gather dates for community events in which we may want to participate

### **Significant Dates for Outreach for 2017**

- Inner City Blues Festival – April 22<sup>nd</sup>
- 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
- Clinton Street Fair w/ Parade – 7/23
- Pick-a-thon - 8/3 - 8/6
- Albina Fest – August
- Rags to Riches – August
- 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.

### **Book and Record Sale Dates for 2017**

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

### **Check-in on The Know**

- The Know is now open!
- KBOO co-sponsorships for DJ nights
  - Kipp submitted online co-sponsorship forms
    - April 1<sup>st</sup> – co-sponsored event
    - May 31<sup>st</sup> – KBOO benefit
      - Local rappers and DJs
      - Opportunity for live broadcasting 10pm to 12 or 1am
    - Kipp can book events at The Know on off-nights
      - Sundays through Wednesdays
      - If there are interested local DJs let Kipp know
- Monthly Dance Night
  - Kipp will submit co-sponsorship forms
  - First Tuesday of the month

### **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

### **On-line Auction**

- Proposed volunteer-driven fundraiser for sometime after the Fall Membership Drive and the new year.
- Jill explained about 3<sup>rd</sup> party online services for non-profits that want to hold online auctions
  - KBOO will need to provide photos and a catalog
- ani suggested on-air auction
  - With a compatible feature on KBOO's website
- Jill can manage this fundraising event with the assistance of several (at least 3) enthusiastic KBOO volunteers

### **Action items for next meeting**

- ani
  - Continue to recruit for the Events Workgroup
- Jill
  - Sit with Kipp to create an outline for the Events Workgroup orientation manual
  - Research costs for stage and sound equipment for the 50<sup>th</sup> Anniversary event
  - Research set-up for online auction through a 3<sup>rd</sup> party
- Kipp
  - Sit with Jill to create an outline for the Events Workgroup orientation manual
  - Submit online co-sponsorship forms for Dance Nights at The Know

**Date and Time for next Meeting**

- In April – we will meet on Tuesday, April 18<sup>th</sup>