



EVENTS WORKGROUP MEETING NOTES

Date

- Monday, June 19th

In Attendance

- Workgroup members
 - Ani
 - Jill
- Guests
 - Gil
 - Emily
 - Molly
 - Sean

Agenda for June meeting

- Check-in
- Agenda Review
- Workgroup Recruitment
 - Overview of Events Workgroup
 - 50th Anniversary Celebration
 - Questions, answers and opens
 - Contact and interests sheets
- Additional topics to add to the agenda
- Update on action item status from May meeting
- Book and record sale
- Major donor event update
- Co-sponsored event at The Know update
- Parades and community outreach
- Clinton Street movie nights
- KBOO 50th Anniversary Big Celebration
- Action items for July meeting
- Date and time for July meeting

Recruitment

- Promotion of recruitment meeting
 - Approximately 1 month before the meeting, we promoted it using the following channels:
 - KBOO Newsletter
 - KBOO Website
 - KBOO Social Media
 - KBOO Volunteer Request
 - KBOO 90.7fm
- Recruitment goal
 - 8-12 enthusiastic folks to assist with event planning
 - KBOO Community Events and Outreach
 - 50th Anniversary Celebration
- Guest attendance
 - 3 prospective workgroup members attended the recruitment meeting
 - Emily
 - Molly
 - Sean
- EVENTS WORKGROUP OVERVIEW document
 - The workgroup and guests reviewed and discussed the document covering the following topics:
 - KBOO Mission
 - Responsibilities
 - Expectations
 - Rewards
 - Examples of events
 - Resources
 - Co-sponsorships
 - Venues
 - Promotional materials
 - On-air interviews
- PRELIMINARY TASK LIST document
 - The workgroup and guests reviewed and discussed the document for the 50th anniversary celebration.
 - The tasks on the preliminary list will have sub-tasks that still need to be defined.
 - We covered the following groups of tasks:
 - Permits
 - Insurance
 - Production
 - Promotions
 - Hospitality
- PRELIMINARY TIMELINE document
 - The workgroup and guests reviewed the document for the 50th anniversary celebration.
 - The preliminary timeline organizes the PRELIMINARY TASK LIST by start date.
 - The preliminary timeline and preliminary task list need to be updated at the same time to ensure alignment.
- CONTACTS AND INTERESTS document
 - Prospective members provided their contact information and ranked their interests by the task list groups:

- Events and outreach
- Permits
- Production
- Promotion
- Hospitality
- Regular Business
 - While not required, all 3 prospective members stayed for regular business of the workgroup

Agenda additions

- Book and record sale

Action items from May meeting

- Jill
 - Invite Ray and Roberta to the June recruitment meeting
 - Status – *incomplete*
 - Invited Ray
 - Did not invite Roberta
 - Recruitment
 - Provide an updated script for on-air invitation to the June meeting
 - Status – *complete*
 - Provide updated invitation documents for each channel of communication
 - Status – *complete*
 - Email the workgroup with proposed dates to prepare the task list and timeline for the 50th anniversary celebration
 - Status – *complete*
 - Assist in creating the preliminary task list and timeline for the 50th anniversary celebration
 - Status – *complete*
 - Major donor events
 - Assist in tracking RSVPs for June party
 - Status – *complete*
 - Attend June party
 - Status – *incomplete*
 - June party was canceled due to low RSVP count
 - Assist in creating budgets for the 3 more parties in 2017
 - Status – *incomplete*
 - Carryover to July Events Workgroup meeting
 - Other
 - Send Natasha the link to the google events google calendar
 - Status – *incomplete*
 - Carryover to July Events Workgroup meeting
- Ani
 - Assist Kipp with volunteers for the event at The Know on Sunday, 5/28
 - Status – *complete*
 - Check space for book and record sale
 - Status – *complete*
 - Invite Bridgette to the June recruitment meeting
 - Status -

- Kipp
 - Attend Chris Hedges event 5/26 – 5/27
 - Status –
 - Hold event at The Know 5/28
 - Status – *complete*
 - Create on-air spot for recruitment meeting with Natasha
 - Status -
 - Attend 6/3 major donor party
 - Status – *incomplete*
 - June party was canceled due to low RSVP count
- Natasha
 - Create on-air spot for recruitment meeting with Kipp
 - Status –
 - Attend Chris Hedges event (if possible) 5/26 – 5/27
 - Status –
 - Research date and requirements for Trans Parade
 - Status –

Book and Record Sale

- The space has been secured
 - KBOO will host the book and record sale at Cider Riot
 - We have held the book and record sale here in the past but Cider Riot added to their production equipment and now less floor space is available.
 - We may want to rent a tent if there is not enough floor space inside
- The date has been selected
 - Saturday, 8/19
- KBOO is receiving donated materials starting this week
 - We need to secure storage space now (very soon)
 - Ani will request an update
 - Sorting of the materials starts next week

Major Donor Events

- The major donor event – house party scheduled for Saturday, 6/3 was canceled due to low RSVP count
- Jill will work with Becky and Gil to budget and plan for the next 3 parties
 - 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
- Additional notes regarding the purpose and mechanics of these events are in the EVENTS NOTES FOR EVENTS WORKGROUP 051617 document
- If you are interested in assisting with these events, contact Gil at gil@kboo.fm or Jill at jill@kboo.fm

Co-sponsored event at The Know

- Kipp hosted an event at The Know as a fundraiser for KBOO.
 - Sunday, 5/28
 - KBOO live broadcast
- Kipp reports the event was a success and raised more than \$380.

Events and outreach

- Events
 - How can this workgroup assist with upcoming events?
 - Events in June
 - Good in the Hood – 6/24
 - Events in July
 - Waterfront Blues Fest – 6/30-7/4
 - Cathedral Park Jazz Festival – 7/4-7/16
 - Clinton Street Fair – 7/23
 -
 -
 - Events in August
 - Pick-a-thon – 8/3-8/6
 - Book and record sale – 8/19
- Fuzzy Boo
 - Fuzzy Boo is fixed, washed and ready to go
 - Outings
 - Fuzzy Boo participated in the Sunday Parkways event at Laurelhurst Park
 - Fuzzy Boo also made an appearance at What the Festival
 - Fuzzy Boo is scheduled to participate in the Good in the Hood parade

Action items for July meeting

- Jill
 - Follow up with Emily, Molly and Sean to obtain their input after the recruitment meeting
 - 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 July meeting of the Events Workgroup
 - Assist Becky and Gil with planning the major donor event for August
 - Assist Becky and Gil with preparing budgets for the next 3 house parties
- ani
 - Continue to recruit volunteers to the Events Workgroup
- Kipp
 - Check-in with Jill to create agenda for the July meeting of the Events Workgroup.

Date and Time for next Meeting

- July meeting
 - **Monday**, 7/17/17 from 6:00 until 7:30pm
 - **Moving forward we will hold Events Workgroup meetings on the 3rd Monday of the month** rather than the 3rd *Tuesday* of the month