



EVENTS WORKGROUP MEETING NOTES

Date

- Monday, 10/16/17

In Attendance

- Workgroup members
 - ani
 - Molly
 - Sean
 - Jill
- Prospective Workgroup members
 - Sam
 - Eric

Agenda for October meeting

- Welcome & Check-in
- Agenda review and additional items
- Events, outreach and co-sponsorship updates
- 50th Anniversary Celebration
- KBOO 50th Anniversary Big Celebration
- October action item review
- Date and time for November meeting
- Adjourn

Events, outreach and co-sponsorship updates

- David Barsamian Event
 - Scheduled for Sunday, 11/12
 - Jen Davis needs help posting flyers
 - Contact Jill if you can provide aid for this task
 - Assistance is not needed the night of the event
- Fuzzy Boo
 - Needs a deep cleaning
 - Jill can secure a pressure washer
 - Jill will schedule date to clean Fuzzy Boo

- Home for Fuzzy Boo in the “off-season”
 - Xris Andraee has agreed to house Fuzzy Boo in her barn
 - Xris is an artist and with any luck will update Fuzzy Boo's appearance
 - Suggestion to unveil Fuzzy Boo's makeover during one of the 50th Anniversary events

Action item check-ins

- During the September meeting Jill proposed a form to track the successes of the Events Workgroup
 - 3 tasks completed in the prior month
 - 3 tasks for completion in the current month
 - 3 tasks coming up quickly
 - The idea is to take the individual forms and roll them up into one report for the 50th Anniversary Steering Committee and the Board of Directors
 - Jill will re-send example and blank form for Workgroup members to complete for the November events meeting.

50th Anniversary Celebration

- Action item check-in
 - Kipp
 - Worked with Erin to prepared a preliminary schedule for performances
 - Follows the line-up for Saturday programming adding in other genres to round out representation of KBOO's community
 - Sean
 - Interviewed Tommy for oral history/story telling project
 - Has contacts for performers
 - Afrofunk
 - Folk
 - Jazz
 - Etc.
 - Molly
 - Worked on ideas for radio spots for the 50th Anniversary
 - The year was 1968....
 - Promote a “listeners” party
 - The KBOO community are listeners and this party is especially for them!
 - Neighborhood meetings
 - Researched appropriate contacts to attend meetings per the City Permit requirements
 - Buckman Neighborhood Association
 - Larger umbrella is SE Uplift
 - The plan is for Molly and Kipp to visit these meetings in November/December
 - ani
 - Consulted Sun about ideas around the budget for this event
 - The budget for the 40th Anniversary was approximately \$1500

- Sun suggested trying to secure as many donations, trade, etc. as possible
 - Working on ideas for possible collaborators for the 50th
 - The Old Church turns 50 in 2018
 - Metropolitan Learning Center
 - Eric
 - Found synergy between KBOO and the Scanner
 - Suggested using the Scanner website to promote the celebration
- Anniversary Overview
 - The 50th Anniversary Steering Committee oversees the planning for the following KBOO projects/productions
 - Oregon Historical Society
 - 50th Anniversary exhibit
 - January through June 2018
 - Major donor events will be held throughout the duration of the exhibit
 - Oral history interviews
 - On-air
 - On-website
 - Etc.
 - Year-long
 - Big celebration
 - Block party
 - 8/11/18
- Date
 - The steering committee approved moving the date of the big celebration from June back to August
 - Workgroup members chose Saturday, 8/11/18
- Budget
 - ani confirmed the Events Workgroup has no more than \$10,000 to produce the big celebration
 - Decision based on the larger Steering Committee budget
- Messaging
 - The workgroup wants to ensure we are providing consistent messaging to the following
 - Neighbors and neighborhood association
 - Performers, providers and vendors
 - Media
 - Members/listeners
 - Etc.
 - Information
 - Jill will send Armando's press release draft with Kipp (and Vincent's?) feedback to the rest of the Workgroup for comments, edits, suggestions, changes, etc.
 - Jill will compile everyone's thoughts and create a second draft
 - Development needs to approve the 2nd draft

- The Steering Committee needs to approve the 2nd draft
- Branding
 - Jill will set up a meeting with Becky to make sure we are in line with messaging for all the events for the 50th Anniversary
 - Jill will set up a meeting with interested workgroup members to develop a messaging/marketing plan for the big party celebration
- Task List and Timeline
 - Progress updates
 - Eric will work with Jill to link 3 documents
 - Task List
 - Timeline
 - Budget
 - Next steps
 - Develop specific activities to accomplish tasks in the tracking list

Action items for October meeting

- Jill
 - Events, outreach and co-sponsorships
 - Coordinate flyer assistance for Barsamian event
 - Secure pressure washer for Fuzzy Boo
 - Set up date to clean Fuzzy Boo before it is housed for the “off-season”
 - Action item check-ins
 - Re-send example and blank document to Workgroup members
 - 50th Anniversary Celebration
 - Send “press release” draft to all Workgroup members for additional feedback
 - Compile suggestions for 2nd draft of the messaging document
 - Approval needed to proceed
 - Development
 - Steering Committee
 - Create informational handout for 50th Anniversary Big Celebration
 - Information will be taken from the approved messaging document
 - Will include KBOO (50th Anniversary?) logo
 - Printed on card stock
 - Work with Eric to link the Task List, Timeline and Budget tracking documents
 - Meet with ani to discuss donations and alternative ways to fund production of the block party
 - Schedule marketing/messaging plan meeting before 11/13
 - Before the next workgroup meeting
 - Other
 - Meet with Sam to discuss interests, skills and possible contributions for the Workgroup

- Meet with Eric to discuss interests, skills and possible contributions for the Workgroup
 - Complete Events Workgroup Check-in sheet for November meeting
- Eric
 - Events, outreach and co-sponsorships
 - Attend Fuzzy Boo clean-up event if interested
 - 50th Anniversary Celebration
 - Work with Jill to link the Task List, Timeline and Budget tracking documents
 - Attend marketing/messaging plan meeting if interested
 - Other
 - Complete Events Workgroup Check-in sheet for November meeting
- Kipp
 - Events, outreach and co-sponsorships
 - Attend Fuzzy Boo clean-up event if interested
 - 50th Anniversary Celebration
 - Work with Molly to set up meetings with KBOO's neighbors and plan to attend the November neighborhood association meeting
 - Attend marketing/messaging plan meeting if interested
 - Create a short list of criteria for proposals on booking bands, djs and other acts
 - Workgroup members can submit suggestions for performers accordingly
 - Other
 - Complete Events Workgroup Check-in sheet for November meeting
- Armando
 - Events, outreach and co-sponsorships
 - Attend Fuzzy Boo clean-up event if interested
 - 50th Anniversary Celebration
 - Complete traffic plan options so Workgroup can finalize the location of the block party
 - Work with Molly on the permit process
 - Attend marketing/messaging plan meeting if interested
 - Other
 - Complete Events Workgroup Check-in sheet for November meeting
- Vincent
 - Events, outreach and co-sponsorships
 - Attend Fuzzy Boo clean-up event if interested
 - 50th Anniversary Celebration
 - Submit additional feedback on the Press Release
 - Attend marketing/messaging plan meeting if interested
 - Other
 - Complete Events Workgroup Check-in sheet for November meeting
- Molly

- Events, outreach and co-sponsorships
 - Attend Fuzzy Boo clean-up event if interested
- 50th Anniversary
 - Work with Kipp to set up meetings with KBOO's neighbors and plan to attend the November neighborhood association meeting
 - Work with Armando on the permit process
 - Attend marketing/messaging plan meeting if interested
- Other
 - Complete Events Workgroup Check-in sheet for November meeting
- Sean
 - Events, outreach and co-sponsorships
 - Attend Fuzzy Boo clean-up event if interested
 - 50th Anniversary Celebration
 - Continue work for Steering Committee
 - Attend marketing/messaging plan meeting if interested
 - Other
 - Complete Events Workgroup Check-in sheet for November meeting
- Sam
 - Events, outreach and co-sponsorships
 - Attend Fuzzy Boo clean-up event if interested
 - 50th Anniversary Celebration
 - Attend marketing/messaging plan meeting if interested
 - Other
 - Meet with Jill to discuss areas of interest and contributions to the Workgroup
 - Complete Events Workgroup Check-in sheet for November meeting
- ani
 - 50th Anniversary
 - Meet with Jill to discuss donations and alternative ways to fund the production of the block party
 - Other
 - Complete Events Workgroup Check-in sheet for December meeting

Opens

- ani will be away from the office from 10/26 through the month of November

Date and Time for next Meeting

- November meeting – **Monday, 11/13 from 6:00 until 7:30pm**
 - Note: due to the Thanksgiving holiday, this meeting is scheduled for the **2nd Monday in November**