



EVENTS WORKGROUP MEETING NOTES

Date

- Monday, 11/13/2017

In Attendance

- Workgroup members
 - Eric
 - Armando
 - Molly
 - Kipp
 - Sam
 - Jill
- Guests
 - Gene

Agenda for November meeting

- Welcome, check-in & meeting guidelines
- Agenda review and additional items
- Check-in reports from Workgroup members
- Events, outreach and co-sponsorship updates
- 50th Anniversary Steering Committee update
- KBOO 50th Anniversary Big Celebration update
- Workgroup Chair announcement
- December meeting details
- Adjourn

Check-in reports from Events Workgroup members

- Sam
 - Fuzzy Boo cleaning
 - Found a location to clean Fuzzy Boo
 - Munich Motorworks
 - Warm water pressure washer
 - Shop vacs

- Sam and Jill will discuss KBOO underwriting options with Matthew Bristow to reciprocate the offer to use the space
- Sam and Jill will discuss in-kind donation with Becky
- Kipp
 - 50th Anniversary
 - Put together a draft schedule of performances for the block party
 - Mirrors Saturday programming
 - Includes music from programs not included in the Saturday line-up
 - To better represent the listenership and community
 - Completed 1st step of the permit process
 - Traffic plan
- Jill
 - One-on-one meetings
 - Met with Eric to discuss interests, opportunities and Workgroup expectations
 - Met with Sam to discuss interests, opportunities and Workgroup expectations
 - Fuzzy Boo cleaning
 - Scheduled for Saturday, 11/18 at 1pm
 - Arranged date and time with Theresa
 - 50th anniversary planning
 - Attended meeting at the Oregon Historical Society with Becky
 - Established Big Celebration (block party) base budget with the Steering Committee

Events, outreach and co-sponsorship updates

- Oregon Historical Society exhibit opening
 - When
 - Saturday, 1/20/2018
 - 12pm to 5pm
 - Where
 - KBOO has booked the pavilion at the Oregon Historical Society
 - Entertainment
 - OHS staff encourages bands and potentially a live remote
 - Becky and Tommy spoke – this is do-able
 - Erin (programming) thinks it would be good pre-empt the Saturday schedule
 - Hospitality
 - Donated food and non-alcoholic beverages
 - Donated wine and beer
 - Ask
 - Can the Events Workgroup assist?
 - Booking music and lectures
 - Securing food and beverage donations

- MLK Day – Live Remote
 - When
 - Monday, 1/15/2018
 - All day
 - Where
 - TBD
 - Ask
 - Can the Events Workgroup assist?
 - Volunteers to table at this event

- Winter Membership Drive
 - When
 - 2/8/2018 through 2/10/2018
 - Ask
 - Can the Events Workgroup assist?
 - Volunteers to answer phones
 - Volunteers to supervise phone shifts

- Current location birthday
 - When
 - Tuesday, 2/13/2018
 - Erin found this date in KBOO's paper archives
 - Where
 - KBOO
 - 20 SE 8th Avenue
 - Ask
 - Can the Events Workgroup assist?
 - Ideas to honor KBOO's space
 - Open house?
 - Volunteers to produce this event
 - Volunteers to promote this event

- Spring Membership Drive
 - When
 - 4/19/2018 through 5/3/2018
 - Ask
 - Can the Events Workgroup assist?
 - Volunteers to answer phones
 - Volunteers to supervise phone shifts

- 7th Annual Inner City Blues Festival – Live Remote
 - When
 - Saturday, 4/21/2018
 - Ask
 - Can the Events Workgroup assist?
 - Volunteers to table at this event

- KBOO's Birthday Cake Potluck
 - When
 - Sunday, 6/3/2018
 - Time TBD
 - Where
 - Oregon Historical Society – patio
 - Details
 - Event will be the destination (end) of the KBOO Pedalpalooza ride
 - KBOO to provide additional cakes
 - KBOO to provide beverages
 - KBOO to provide cutlery, plates, napkins and cups
 - Ask
 - Can the Events Workgroup assist?
 - Volunteers to coordinate the event
 - Volunteers will work with Erin and Diablo
 - Volunteers to secure KBOO cakes
 - Volunteers to secure beverages
 - Volunteers to secure flatware/cutlery

- 26th Annual Good in the Hood – Live Remote
 - When
 - Friday, 6/22/2018 through Sunday, 6/24/2018
 - All day
 - Ask
 - Can the Events Workgroup assist?
 - Volunteers to table at the event

- 31st Annual Waterfront Blues Festival – Live Remote
 - When
 - Wednesday, 7/4/2018 through Sunday, 7/18/2018
 - All day
 - Where
 - SW Waterfront
 - Ask
 - Can the Events Workgroup assist?
 - Volunteers to table at the event
 - Ideas to improve KBOO's community engagement at the event

- 38th Annual Cathedral Park Jazz Festival – Live Remote
 - When
 - Friday, 7/20/2018 through Sunday, 7/22/2018
 - Ask
 - Can the Events Workgroup assist?
 - Volunteers to table at the event

- KBOO Benefit at The Know
 - When
 - Thursday, 8/2
 - Time TBD
 - Where
 - The Know
 - Hollywood (NE Sandy Boulevard)
 - Ask
 - Erin will provide ways we can support this event

- KBOO 50th Anniversary Big Celebration
 - What
 - Block party
 - When
 - Saturday, 8/11/2018
 - All day
 - Where
 - SE Portland – near KBOO
 - Specific location TBD

- Fall Membership Drive
 - When
 - 9/6/2018 through 9/22/2018
 - Ask
 - Can the Events Workgroup assist?
 - Volunteers to answer phones
 - Volunteers to supervise phone shifts

- Grassroots Radio Conference
 - What
 - KBOO will be the host for the Grassroots Radio Conference this year
 - KBOO will collaborate with other groups and organizations
 - Like PRP, Freeform, XRAY and others
 - The conference is a big deal
 - Community radio legends and Portland City Hall are planning a Conference Opening downtown
 - When
 - Friday, 10/4/2018 through Sunday, 10/7/2018
 - Where
 - TBD
 - Ask
 - Can the Events Workgroup assist?
 - Volunteers to coordinate all aspects of the event
 - Becky will support this team

- Fuzzy Boo
 - Cleaning
 - When
 - Saturday, 11/18/2017
 - 1pm
 - Where
 - Address will be sent to interested Workgroup Members this week
 - Home for Fuzzy Boo in the “off-season”
 - Xris Andreae 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

50th Anniversary Steering Committee Update

- Gene and Armando are co-chairs of the 50th Anniversary Steering Committee
- Gene attended the November meeting to provide an update
 - The overall planning for all aspects of 50th Anniversary celebrations
- Gene prepared and distributed a handout with reports on
 - 50th Anniversary activities
 - The funding plan
 - The budget
- Workgroup members asked clarifying questions to better understand the big picture
- See handout
 - Included with the meeting notes
- Steering Committee meeting dates/time/location
 - 4th Thursday of the month
 - 5pm
 - KBOO

50th Anniversary Celebration

- Permit process
 - The Workgroup has established 3 of the 4 key details to proceed
 - What
 - Block/street party
 - Date
 - Saturday, 8/11/2018
 - Where
 - Kipp put together a preliminary traffic plan to submit to the City
 - Molly and Kipp will work to submit to the plan to the correct permit contact

- Who
 - How many guests and performers do we expect
 - ?????
 - Crowd size will vary at different times of the day
 - Messaging
 - Jill met with Becky at the Oregon Historical Society
 - 50th Anniversary artwork update
 - Logo
 - Several logo options have been developed
 - Still need to finalize selection
 - To happen before the end of December
 - Artwork will be used to brand the 50th Anniversary communications and activities
 - KBOO website
 - KBOO newsletter
 - KBOO 50th Anniversary social media posts
 - KBOO flyers and handouts
 - KBOO 50th Anniversary merchandise
 - apparel,
 - water bottles
 - slip mats
 - etc.
 - KBOO 50th Anniversary banner
 - KBOO 50th Anniversary pop-up tent
 - Media
 - And more ideas
 - 50th Anniversary messaging update
 - It is important that there is consistent messaging from KBOO
 - Can include specific language
 - Can include specific details
 - When the over-arching 50th Anniversary messaging plan has been established
 - The Events Workgroup can piggy-back or dove-tail (why the animals?) on this messaging for the block/street party
 - Jill will meet with Becky this week
 - to discuss progress towards being able to start talking with the neighbors and neighborhood association
- Block/street party preliminary schedule of events
 - Kipp worked with Erin (Programming) on a preliminary schedule of events/performances for the block/street party
 - To mirror Saturday Programming
 - In addition, to include other genres of music to better represent the KBOO Community
 - Plan is to contact each show to fill the hour slot to represent their genre
 - Timetable
 - This is all loose and can be changed around

- Kipp and Erin discussed having different people MC for different parts of the day
 - They want to reach out to La Contessa to do the evening portion.
- Timetable
 - 10a: Bluegrass
 - 11a: Africa Oye
 - 12p: Grateful Dead and Friends
 - 1p: Shocks of Sheba/Reggae
 - 2p: Jazz
 - 3p: Rose City Native
 - 4p: Garage rock
 - drinking from puddles
 - life in wartimes
 - 5p: Blues
 - 6p: Spanish programming
 - 7p: Celeste (Afro entertainment)
 - 8p: DJ (30 Mins anjali)/ DJ (deena b)
 - 9p: Mic Crenshaw (30mins)/ DJ (astro travel)
- Neighbor notification
 - The workgroup will proceed once the artwork and messaging has been finalized
 - Molly will research appropriate contacts at KBOO's neighboring businesses that may be affected during the event
 - The Workgroup will develop a handout/flyer to share at meetings with businesses and the neighborhood associations.
 - Molly and Kipp will schedule neighbor notification meetings
- Budget update
 - Molly and Sam are working to tighten up some of the budget numbers
 - Now that we know more about our intentions
 - The Workgroup will continue to refine the budget numbers to work back to the \$10,000 number provided by the Steering Committee

Workgroup Chair Announcement

- Eric Maher is now the Chair of the Events Workgroup
 - Eric is a (relatively) new volunteer at KBOO. He brings significant experience with nonprofits and event planning to the Workgroup. Eric is a leader and a visionary. He will support Workgroup members so that they are engaged, enthusiastic and accountable.
 - Take a moment to meet/say hi to Eric when you have the opportunity
- Jill will keep Secretary responsibilities
 - Meeting agendas
 - Meeting notes
 - Calendar entries
 - Etc.

Action items for November meeting

- Eric
 - Fuzzy Boo
 - Clean Fuzzy Boo – Saturday, 11/18
 - If available
 - One-on-one Meetings
 - Meet with Sekoynia and Jill to discuss interests, skills, expectations and ways to support the Workgroup
 - Meet with Adam and Jill to discuss interests, skills, expectations and ways to support the Workgroup
 - 50th Anniversary Oregon Historical Society exhibit opening
 - Meet with Jill, Molly and Becky to begin work on the event
 - Entertainment
 - Hospitality
 - Other
 - Work with Jill to create the agenda for the December Workgroup meeting
 - Facilitate the December meeting
- Kipp
 - Fuzzy Boo
 - Clean Fuzzy Boo
 - Saturday, 11/18
 - If available
 - 50th Anniversary Celebration
 - Work with Molly to submit the preliminary traffic plan to the appropriate permit contact
 - Work with Molly to set up meetings with KBOO's neighbors and plan to attend the November neighborhood association meeting
- Molly
 - Fuzzy Boo
 - Clean Fuzzy Boo
 - Saturday, 11/18
 - 50th Anniversary block/street party budget
 - Research true costs to rent traffic barricades and no parking signs
 - 50th Anniversary block/street party traffic plan
 - Work with Kipp to submit the preliminary traffic plan to the appropriate permit contact
 - 50th Anniversary block/street party neighbor notification
 - Research appropriate contacts at neighboring businesses
 - Work with Kipp to set up meetings
 - KBOO's neighbors
 - The Neighborhood Associations
 - 50th Anniversary Oregon Historical Society exhibit opening
 - Meet with Jill, Eric and Becky to begin work on the event
 - Entertainment
 - Hospitality

- Sam
 - Fuzzy Boo
 - Finalize details for Munich Motorworks space
 - Work with Jill and Matthew to underwrite Munich Motorworks' offer to let KBOO use their space to clean Fuzzy Boo
 - Clean Fuzzy Boo
 - Saturday, 11/18
 - 50th Anniversary block/street party budget
 - Research true costs
 - 2 stages
 - With tents
 - 2 sound platforms
 - With tents
 - Sound
 - There's discussion around whether to ask KBOO volunteers to manage the sound for the entire day
 - Research costs for alternative professional sound engineers and equipment
 - Lights?
 - 10pm in August?
- Jill
 - Fuzzy Boo
 - Work with Matthew and Sam to underwrite Munich Autoworks' offer to let KBOO use their space to clean Fuzzy Boo
 - Clean Fuzzy Boo Saturday, 11/18
 - One-on-one Meetings
 - Meet with Sekoynia and Eric to discuss interests, skills, expectations and ways to support the Workgroup
 - Meet with Adam and Eric to discuss interests, skills, expectations and ways to support the Workgroup
 - 50th Anniversary
 - Meet with Becky (development) to move forward with
 - Artwork
 - Messaging
 - 50th Anniversary Oregon Historical Society exhibit opening
 - Meet with Jill, Eric, Molly and Becky to begin work on the event
 - Entertainment
 - Hospitality

Date and time for next meeting

- December meeting – **Monday, 12/11 from 6:00 until 7:30pm**
 - Note: due to December holidays, this meeting is scheduled for the **2nd Monday in December**