



EVENTS WORKGROUP MEETING NOTES

Date

- Tuesday, 1/16/2018

Attendance

- Workgroup members
 - Molly
 - Kipp
 - Ani
 - Armando
 - Jill

- Guests
 - Del
 - Dawn
 - Elliot
 - Gene

Agenda for January meeting

- Welcome & Check-in

- Agenda review and additional items

- Events, outreach and co-sponsorship updates

- 50th Anniversary Celebration

- November action item review

- Workgroup member check-ins

- January action items

- Opens and February meeting details

- Adjourn

Events, outreach and co-sponsorship updates

- ASK
 - Share your ideas about how to improve KBOO's community engagement at events
 - The Events Workgroup will brainstorm during the March meeting to make decisions and action plans
 - Note that many of our events involve loud music and performances, silent methods of communication will be a must.

- Recent events
 - DAVID BARSAMIAN
 - It was well attended
 - Raised approximately \$400 for KBOO
 - David Barsamian offered to speak to raise additional funds for KBOO
 - Is there a 50th anniversary event where we can plug him in?
 - Can we plug him into the Grassroots Radio Conference?

 - MLK DAY – Live remote
 - In progress
 - So far, the broadcast has been technically great
 - There has been good community outreach

- Upcoming events and outreach opportunities
 - WINTER MEMBERSHIP DRIVE
 - The traditional on-air/phone-in membership drive has been canceled
 - See details on Kickstarter campaign

 - KICKSTARTER CAMPAIGN
 - What
 - Build a city of media makers!
 - Funds raised during the campaign are DONATIONS rather than PLEDGES.
 - Kickstarter will share donor contact information with KBOO
 - KBOO will set a financial goal
 - KBOO must achieve this goal by 100% by the end of the campaign
 - If 99% of the goal is reached KBOO receives \$0
 - There will be phone-banking opportunities for volunteers
 - To call folks with lapsed memberships
 - There will be heavy air-time and social media to promote the campaign
 - When
 - 30-day campaign – TBD Spring 2018
 - Where
 - Online

- CURRENT LOCATION ANNIVERSARY – 34 YEARS
 - What
 - Low-key, public open house
 - Hopworks (donated) beer and light snacks will be served
 - Open a production room so KBOO family/friends can record birthday messages
 - When
 - Tuesday, 2/13/2018
 - Where
 - KBOO – 20 SE 8th Avenue

- SPRING MEMBERSHIP DRIVE
 - What
 - Traditional on-air/phone-in/use website to donate/pledge and expand KBOO's community outreach
 - When
 - 4/19 through 4/21/2018
 - Drive will stop at 5pm o 4/21
 - Live broadcast from The Inner-City Blues Festival will then begin
 - Where
 - KBOO – 20 SE 8th Avenue

- 7th ANNUAL INNER-CITY BLUES FESTIVAL – live remote
 - When
 - 4/21 through 5/3/2018
 - Where
 - Eagles North Portland Foe 3426
 - Ask
 - Events workgroup members to assist?
 - Volunteers to table

- KBOO BENEFIT – live remote
 - What
 - Kipp is arranging a benefit for KBOO
 - Similar to the event he planned in 2017
 - When
 - Sunday in May
 - 10pm until 12midnight

- Where
 - The Know

- 26th ANNUAL GOOD IN THE HOOD FESTIVAL – live remote (Saturday)
 - When
 - 6/22 through 6/24/2018

 - Where
 - N Portland

- 31st ANNUAL WATERFRONT BLUES FESTIVAL – live remote
 - When
 - 7/4 through 7/8/2018

 - Where
 - SW waterfront

- 38th ANNUAL CATHEDRAL PARK JAZZ FESTIVAL
 - When
 - 7/20 through 7/22/2018

 - Where
 - Cathedral Park

- 50th ANNIVERSARY BLOCK PARTY – live remote
 - When
 - 8/11/2018

 - Where
 - SE 8th Avenue – TBD

 - Details
 - Discussion continued...

- FALL MEMBERSHIP DRIVE
 - When
 - 9/6 through 9/22/2018

 - Where
 - KBOO – 20 SE 8th Avenue

- GRASSROOTS RADIO CONFERENCE
 - When
 - 10/4 through 10/7/2018
 - Where
 - TBD
 - Details
 - KBOO hosting
 - KBOO is collaborating with other organizations
 - Like PRP, Freeform, XRAY and others
 - Community radio legends and Portland City Hall are planning a conference opening downtown.
 - Ask
 - Volunteers needed to coordinate all aspects of this event
 - Becky will support volunteer team
- Fuzzy Boo
 - Cleaning report
 - Fuzzy Boo is cleaned
 - Thanks Sam, Eric and Munich Motorworks!
 - On the outside, the fuzz is still looking faded
 - Home for Fuzzy Boo in the “off-season”
 - Fuzzy Boo is currently parked near ani’s house
 - ani is looking for another (dry) spot to house Fuzzy Boo for the rest of the winter



50th Anniversary Celebrations

- Oregon Historical Society
 - EXHIBIT
 - 50 Years of KBOO FM installed today
 - Tuesday, 1/16

 - The supporting web site is up
 - Content will be added throughout the year

 - KBOO merchandise will soon be available

 - MAJOR DONOR EVENTS
 - Exhibit sneak peek
 - When
 - Private, invite only, event
 - Happy hour

 - When
 - Friday, 1/19
 - 5:30pm to 7:30pm

 - Where
 - OHS Pavilion

 - Activities
 - Light food and beverages
 - A few words about the exhibit and the research
 - Thank yous to those who support the exhibit
 - ASK – for monetary support
 - First look around the exhibit

 - Ask
 - Volunteers (board/committee members) to lead information walk-throughs

 - Founders Event
 - When
 - Brunch
 - Sunday, 2/25
 - 10am until 12noon

 - Where
 - OHS

- Activities
 - A few words about the exhibit and the research
 - Tribute to Michael Wells
 - ASK – for monetary support
 - Open mic
 - Look around the exhibit

- Major donor giving event
 - When
 - Happy hour
 - Wednesday, 3/14
 - 5:30pm to 8:30pm

 - Where
 - OHS

 - Activities
 - A few words about the exhibit and the research
 - ASK – for monetary support
 - Look around the exhibit

- Major donor giving event
 - When
 - Brunch
 - Sunday, 5/6
 - 10am to 12noon

 - Where
 - OHS

 - Activities
 - A few words about the exhibit and the research
 - ASK – for monetary support
 - Look around the exhibit

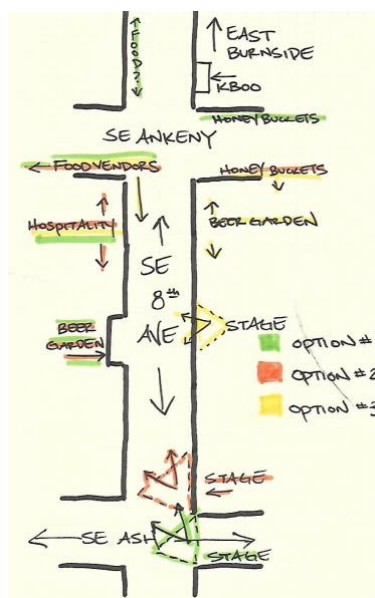
- PUBLIC EVENTS
 - Exhibit opening
 - When
 - Saturday, 1/20
 - 12pm to 5pm
 - Where
 - OHS
 - Activities
 - A few words about the exhibit and the research
 - Talks
 - Music performances
 - Live broadcast
 - Programming on-air to mirror the opening activities
 - Plaza party
 - When
 - Sunday, 6/3
 - All day
 - Where
 - OHS Plaza
 - Activities
 - Live broadcast
 - Pedal-palooza termination point
 - Cake potluck
 - Ichiban Rose showing
 - Exhibit closes
 - When
 - Sunday, 7/29
- Block party celebration
 - DATE
 - Saturday, 8/11
 - TIME
 - 10am to 10pm
 - LOCATION & TRAFFIC PLANNING
 - Live broadcast 90.7fm
 - SE 8th Avenue – TBD

- Jupiter Hotel
 - Will not collaborate or compromise
 - Rejected request to block driveway on SE 8th Avenue
 - SE 8th Avenue between Burnside and Ankeny – in front of KBOO
 - Will not consent to permit request to close this block
 - The Annex
 - The new building under construction
 - SE corner of E Burnside and SE 9th Avenue
 - Across SE 9th Avenue from Doug Fir
 - Valet parking
 - The Jupiter Hotel plans to rent/buy the lot adjacent to the Imago Theater for additional hotel parking

- Next steps
 - Armando and/or ani will speak with the Jupiter 1 more time

 - Molly and Kipp will contact additional neighbors to obtain feedback on our plans to close the street
 - SE 8th Avenue
 - Between SE Ankeny and SE Ash
 - Architects
 - Fitness center
 - Other businesses

 - Submit traffic plan to Portland Bureau of Transportation
 - Molly is re-working Kipp's original traffic plan
 - Closing off SE 8th between Burnside and Ankeny
 - The following are other options
 - 1 – 3 below



- What to people need to know about the event
 - 2 sentences or less
- Format outline
 - Jill has template
 - Schedule of block party activities
- Check on location
 - SE 8th Avenue – TBD
 - Provide detailed description
- Supporting information
 - Check SE Uplift grant application
 - Budget
 - Narrative

○ **TIMELINE**

- Current work-back schedule handout

- Milestones
 - January – August
 - Marketing and promotion
 - Develop marketing plan
 - Execute marketing plan
 - January Week 3
 - Location options
 - Discuss with neighbors
 - January Week 4
 - Traffic plan
 - Submit to Portland Bureau of Transportation
 - February Week 4
 - Neighborhood notification

- Written
 - KBOO ambassador
- March through April
 - Event lineup
 - Book performers
- April Week 2
 - Permit
 - Submit PBOT application
- May Week 4
 - Security
 - Contract security company
 - Volunteer security
 - Food/beverage
 - Contract vendors
- May Week 5
 - Production
 - Secure all rentals
 - Hospitality
 - Secure all rentals
- July
 - Promotions
 - Advertise in local publications
 - Continue promoting on social media
 - Place flyers and posters
 - Event volunteers
 - Recruit volunteers
 - To assist in all need positions
 - We need folks to fill 3-4 shifts for work ranging from stage wrangling to hospitality
 - Between 10am and 10pm
- August Week 1
 - Final details
 - Confirm all aspects of event
 - Event volunteers
 - Hold volunteer trainings
- August Week 2
 - BLOCK PARTY

- MARKETING PLAN
 - On-air promotions
 - 90.7fm
 - Design branding for block party
 - Work with graphic designer
 - On-line promotions
 - Electronic press kit
 - KBOO newsletter
 - KBOO website
 - KBOO social media
 - Print
 - Posters
 - Flyers
 - Table tents
 - Invitation?
 - Select mailing?
 - Cross promotion
 - Co-sponsorships
 - Underwriting
- EVENT PERMITS
 - First step
 - Submit traffic plan
 - Next step
 - Submit security plan
 - Next step
 - Complete neighbor notification – Molly & Kipp
 - Set up meetings with neighboring businesses
 - Set up visit to Neighborhood Association meetings
 - Complete signature forms
 - Next step
 - Submit excessive noise permit
 - Next step
 - Decide whether to pursue OLCC permit

- Next step
 - Certificate of insurance
- SCHEDULE
 - Shadow KBOO Saturday radio schedule
 - Adding in layers to more fully represent KBOO community

Preliminary lineup

TIME	GENRE	CONTACT
10:00am – 10:45am	Bluegrass	Music from the True Vine
10:45am – 11:15am	Announcements	Staff open event
11:15am – 12:00pm	Blues	Blues Junction
12:00pm – 12:30pm	Youth radio	Erin Yanke
12:30pm – 1:15pm	Jam band	Grateful Dead & Friends
1:15pm – 1:45pm	Labor radio	TBD
1:45pm – 2:30pm	Reggae	Shocks of Sheba
2:30pm – 3:00pm	Bread & Roses	TBD
3:00pm – 3:45pm	Jazz	The Motif
3:45pm – 4:15pm	Queer radio	Queerboo programs
4:15pm – 5:00pm	Rock	Drinking from Puddles and Life in Wartime
5:00pm – 5:30pm	DJ	The Movement
5:30pm – 6:15pm	Native	Rose City Native
6:15pm – 6:45pm	DJ	Astral Traveling
6:45pm – 7:30pm	Spanish	Edna Vasquez and Armando Puentes
7:30pm – 8:00pm	DJ	Kabhi Khushi Kabhie Kush and Anjali
8:00pm – 8:45pm	African	Africa Oye
8:45pm – 9:15pm	DJ	Sand Box
9:15pm – 10:00pm	Closer	Mic Crenshaw

- RENTALS
 - Production
 - Stage
 - Sound platform
 - Shade tent(s)
 - Speakers
 - Generator
 - Power for stage/sound
 - Hospitality
 - Tables
 - Chairs

- Public shade tents
 - Refuse receptacles
 - Generator
- PROVIDED BY KBOO
 - Production
 - Turn tables
 - Sound engineers
 - Hospitality
 - Cups, plates, utensils
 - Refuse bags
 - Outreach
 - KBOO table
 - 50th Anniversary Banner
 - Ambassadors
 - Printed information
 - Membership forms
 - Merchandise
- VOLUNTEER SUPPORT
 - Volunteers to promote the event
 - Posters and flyers
 - Place strategically around Portland
 - Events Workgroup member(s) to manage volunteers for the day of the event
 - Recruit
 - Event Volunteer Coordinator
 - 2 volunteer managers
 - Performers
 - 4 performer assistants
 - Stage
 - 1 (4?) stage manager(s)
 - 8 stage wranglers
 - Sound
 - 8 sound technicians
 - Traffic control
 - 6 public greeters
 - Each entrance
 - Will use clicker to count attendance
 - Outreach
 - 8 tablers
 - 4 social media
 - 4 Lobby greeters
 - 8 tour-of-the-station-guides

- Documentation
 - 2 photographers
- Hospitality
 - Location clean-up
 - Daytime
 - 2 (8?) people
 - Post event wrap-up
 - 10-15 volunteers
- Set up / Pack out
 - Rental manager
 - 4 volunteers
 - Stage manager
 - 2 volunteers
 - Food/beverage vendor manager
 - 6 people
 - Honey Bucket managers
 - 2 liaisons
- Train
 - At least 1 week prior to the Block Party
 - Hold training sessions with each volunteer
 - Discuss duties/tasks
 - Discuss expectations
 - Discuss support for volunteers
- Schedule
 - Create schedule for volunteers for the day of the event
- Coordinate
 - Volunteer oversight throughout the day
 - 2-4 volunteer managers

January action item review

- Molly
 - 50th ANNIVERSARY CELEBRATIONS
 - Oregon Historical Society
 - Visit exhibit
 - Block party
 - If we do not receive approval from the Jupiter to use SE 8th between Burnside and Ankeny
 - Submit additional traffic plan options to the City

- Neighbor notification
 - Research appropriate contacts at businesses
 - Work with Kipp to set up meetings
 - Businesses
 - Neighborhood Associations
 - Budget
 - Solicit sponsorships
- Kipp
 - 50th ANNIVERSARY CELEBRATIONS
 - Oregon Historical Society
 - Visit exhibit
 - Block party
 - Set up meetings with neighbors to discuss event plans
 - Begin working with program hosts on performers for the event line-up
- Armando
 - 50th ANNIVERSARY CELEBRATIONS
 - Oregon Historical Society
 - Visit exhibit
 - Block party
 - Speak with the Jupiter 1 more time
 - To obtain their buy-in on closing SE 8th for our celebration
 - Budget
 - Solicit sponsorships
- Sam
 - 50th ANNIVERSARY CELEBRATIONS
 - Oregon Historical Society
 - Visit exhibit
 - Block Party
 - Meet with Jill to go over the event budget
 - Once we establish the location
 - Traffic control
 - Street barricades and signage

- Production
 - Stage
 - Sound platform
 - Shade tent(s)
 - Speakers
 - Generator
 - Extension cords (?)
 - Cord covers
 - Hospitality
 - Tables
 - Chairs
 - Public shade tents
 - Refuse receptacles
 - Generator
 - Budget
 - Solicit sponsorships
- Eric
 - CATCH-UP
 - Meet with Jill
 - Updates from December 2017 and January 2018
- Jill
 - ONE-ON-ONE MEETINGS
 - Molly
 - Discuss moving forward with the permit process
 - Submit 1st traffic plan option to Portland Bureau of Transportation
 - Eric
 - Updates from December 2017 and January 2018
 - Sam
 - Discuss rental procurement responsibilities
 - 50th ANNIVERSARY CELEBRATIONS
 - Oregon Historical Society
 - Support volunteer KBOO Ambassadors
 - Prepare tour talking points for exhibit sneak peek
 - Prepare tour talking points for public opening
 - Visit exhibit
 - Block party
 - Finish support to soliciting sponsorships
 - Byline

