## Program Board Agenda

## Associated Students

May 16th, 2016, 5:00PM

SB Harbor Room

**CALL TO ORDER: 6:01**

**A. MEETING BUSINESS**

1. **Roll Call**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Note:**  absent (excused/not excused)  arrived late (time)  departed early (time)  proxy (full name) | **Name** | **Note:**  absent (excused/not excused)  arrived late (time)  departed early (time)  proxy (full name) | |
| Alex Burrow | **Present** | Nicholas Balestrieri | **Present** | |
| Alex Levine | **Present** | Robert “Bo” Wolfe | Present | |
| Blanca Yanez | **Absent - excused** | Shahar Roda | Present | |
| **Timmy** | **Absent - excused** | Sophia Barkhudarova | **Present** | |
| Bret Rodriguez | **Present** | Syndey Wiklund | **Present** | |
| Chrystal Anderson | **Present** | Tarush Mohanti | | **Present** |
| Ernesto Pina | Early departure – 7:30 | Travis Thayer | | **Absent- excused** |
| Haley Schroeder | Present | Wesley Clark | | Present |
| Kimberly Goodwin | **Present** | Sara Maroofi | | **Present** |
| Javier Zamora | **Present** | Kelly Pearman | | **Present** |
| Michael De Maria | **Present** | Menelik Dagnachew | | **Absent - excused** |

1. **Acceptance of Excused Absences and Proxies**

*MOTION/SECOND: Wes/Burrow*

*Motion language: Motion to excuse Blanca,Travis, Timmy, and Menelik’s absence and Ernie’s early departure at 7:30.*

*ACTION: Vote: Consent 18 Present*

**B. ACCEPTANCE of AGENDA/CHANGES to AGENDA**

*MOTION/SECOND: Wes/Shahar*

*Motion language: Motion to accept the agenda as is.*

*ACTION: Vote: Consent 18 Present*

**C. ACCEPTANCE of ACTION SUMMARY/MINUTES of 5/9**

*MOTION/SECOND: Wes/Bo*

*Motion language: Motion to accept the minutes from 5/9/16.*

*ACTION: Vote: Consent 17 Present*

**D. PUBLIC FORUM**

1.Wordstock- 5/28

Chrystal: They are still looking for production and 2-3 event staff their event is from 12-4.

Michael: It’s super hard for me to get staff that weekend.

Javier: Me too but I think I can. I can have 2 for sure.

Chrystal: Okay cool.

**E. ANNOUNCEMENTS**

**F. WEEK IN REVIEW**

1. Movie: Room- 5/10

Sydney: Good turn out. We had 148 at the first showing and 140 at the second showing. Thanks for people who were working.

2. X

Levine: Hospitality. We need to make sure you stay on budget. Please send me all the invoices and receipts from Sunday so I can see the damage and make sure we didn’t go over budget. Make sure we do cash advances. The pita wraps were good but it was a bit messy. I know we got started a little late.

Chrystal: The easiest way to do cash advance is use Monetecito Bank and Trust. I would do that days or at least a week before.

Levine: Make sure the coffee is there at 6. We don’t want to be waiting for coffee in the morning because everyone is working really hard. We are only trying to buy as much as we need and not more. We assigned 4 people for hospitality, last year we broke up into 2 for program board and 2 for everyone else. I would advise to do that again next year. It feels like you are splitting up the work.

Tarush: We did get a cash advance on time, we got it on Thursday. The problem was that it was in my name, and I assumed it was just cash not a check. That’s why we didn’t get the cash advance. Artist arriving times, I never got a text so I didn’t know. Coffee at 6am I definitely agree. In the future I think our call time should be earlier if we need coffee at 6.

Sydney: I think everything we got from Costco was fine it was mainly the ordered food that we had a lot of leftover.

Tarush: I agree we only buy as much as we need. The reason we didn’t split up the hospitality is because the other 2 people have only done it a few times. A few times someone would disappear and it was hard to find them to get them to keep helping.

MD: Little things add up, so just be careful of what you are buying form Costco. You all also had really late notice for hospitality. I would assign that a lot earlier, at least 3 weeks before, and meet with the coordinator to go over what you need. Make sure to keep meeting regularly too. With the checks, if you are having a problem with cash advances then let me know because I can have them call them. I am just now hearing of this problem so next time I can help with that.

Chrystal: It goes back to having a meeting about 3 weeks before with the hospitality team so they all know their role.

MD: Another problem is that we a booked little late this year so we didn’t know what to buy until later.

Sydney: We didn’t even get the final list until the day of. Catering was also more expensive this year.

Chrystal: Was all of the food eaten?

Sydney: Dinner was, lunch we had a lot left over. I know you said Santorini was messy but that’s what people enjoyed the most.

Javier: My event staff was really happy with hospitality.

Ernie: Comparing last year to this year, there were less people in the booth this year. I think you did a really good job for what you had.

Levine: Professionalism. We are here to work you should not be participating in the activities. If you want to grab a drink that’s fine but we shouldn’t be having pictures taken or our faces painted. There are always things to be done. If you aren’t sure what to be doing ask the commissioner or your event coordinator. Overall it was good just a few things to remember.

Haley: On a general note, I think we should go over those points before the event so that new people know and everyone else gets a reminder.

Levine: I know we didn’t have a meeting before hand so new people didn’t get a chance to know about everything but I am thankful for everyone helping. Moving on, we need to buy more plywood for next year. We threw away 7 pieces this year. Plywood goes faster when a lot of people are there helping. Thank you everyone who came out today. It took a long time and it was a really long day but we got it done.

Ernie: Instead of doing the single box truck it helped having the big penski truck this year.

Levine: It is a lot more expensive so budget it next year if you want to do that again. Please make sure we are not scheduling extra curricular things during this time of the year. A lot of things were later that we wanted them to be. Take inventory of everything we have in the closets so we know what we need to buy and not buy. This goes with hospitality and checking off everything you need and knowing what we have in the office.

Chrystal: Not just for hospitality team, that is for everyone. If anyone is here during summer feel free to go through it all the stuff in the closet and inventory it. Call it a summer project.

Levine: Security. We need to order more barricades next year to make sure we are addressing the pressure points where the fencing ends. I would make a diagram of where the barricades need to go for next year so that everything is in place and also so that everyone knows where everything goes and it makes it faster. I would order more miller next year. I felt like we were short in some places. We had some people jumping the fences and some people got detained so it’s just something to think about, look at the lineup and determined how much security you think you need, its better to be over prepared.

Chrystal: I think a list of what CSO’s can or can’t do is needed. For badges next year make sure credentials are clear and use the least amount as possible. It makes it easier on everyone.

Haley: Something that we should do next year is make sure the gate security knows that no one should have a press pass because some of them assumed that people with cameras were allowed. Security wise, I was trying to help someone so I went to the health tent and they were all busy and there was no one outside to watch and people, I think the baseball team, was trying to get to their lockers and they couldn’t so just something to consider.

Kim: CSO’s were questioning people with cameras who were with press, so maybe make sure they are more informed.

Javier: I agree we had a lot of holes in security, we were short staffed. I asked MD to hire more miller. Last year we had 12 in total event staff and 25 miller. So we did try.

Haley: Make sure that we publicize that there are no professional cameras. A lot of people didn’t know that it wasn’t allowed.

Burrow: For those doing art pieces, we had a few issues with people climbing on structures.

Bret: For the student vendors, they were trying to get in the side gate. We told them they had to go through the line.

Sydney: Does miller or any of the security confiscate access cards?

MD: Yes people were trying to come in with someone else’s card, also if they were too intoxicated.

Tarush: The event staff stationed at hospitality. Make sure they are more vigilant. The person doing it this year wasn’t so aware.

Bo: The access cards, maybe have people bring another form of ID’s to match names or get a new one printed.

Levine: Make sure we send out a contact list of old and new board so that there is better communication. Water, I am going to let someone else speak of this. From what I saw this morning we used all the big jugs. We ordered way too much water last year so we ordered less. That’s another thing, study your line up so you know what to expect.

Ernie: I remember running out of water last year.

Sydney: We ran through more than 5 this year, just for hospitality.

Bo: Towards the end, shout out to MD and everyone who helped with this, we transported water bottles to people in the front. Maybe have a volunteer next year up there to give people in front some water.

Haley: We were able to give a lot more people in the front water last year. I think that should definitely be a plan next year.

Tarush: I think that we should be allowing reusable water bottles and camelbacks. I understand that they can be used as projectiles and people can bring things in their backpacks. I think in the future let people bring in reusable water bottles because the pros outweigh the cons.

MD: I think that might slow the line down even more if they have to check the camel backs to see if they’re empty . If we get those plastic pouches again don’t do green because it blends in with the grass. No green next year. Maybe we need another water fountain or another water set up somewhere else. This is the 3rd year we used those water fountains. So maybe it is time to expand it and now that we have time maybe look for another place to set up more water fountains. We had an option of getting bottles, those might be easier to clean up.

Ernie: A lot of the trash were the plastic cups. For the last 2 sets it helps if we pick up trash during those times.

Shahar: At one point 2 girls came up and said there were student vendors selling water in cups for a dollar. This is when no one on board had service. I don’t know who it was.

Ernie: That was not approved for co sponsorships. None of the lists had water, only sugary drinks. We try to eliminate as much trash as possible. There were a lot of sunglasses that showed up in the trash as well as the papers from student vendors.

Kim: A lot of the trash was otter pops too. The vendors didn’t even pick up their own trash. There were also a lot of pink lemonade sorbet things everywhere.

MD: Yeah it’s a pretty standard thing to pull them out if they need help.

Chrystal: Miller should know to just pull them up. We cant stop the students from pushing and we cant stop the barricades from moving so we do what we can to help.

Sara: With the reusable water bottles, the concern of them being projectile objects I agree because a lot of people were using even their shoes and shirts being thrown.

Sydney: I think if its something of value to them they wouldn’t want to throw it and these were free so I think people didn’t care.

Nick: I don’t know the rules on this but misters would be a cool thing. I know a lot of people were suffering from the heat.

Chrystal: It’s just a lot of water and it depends mainly on the budget. You’re also only hitting the front line of people.

Ernie: For student co sponsorships, we had 18. 12 to 15 would be a perfect number for next year. Peter has the notes for who did and didn’t follow the rules. One group had someone throwing up in the back. We were doing our best to use as little paper as possible so we made sure to tell people they had to have stuff that was compostable. Next year if anyone wants to talk against otter pops I would be more than happy to talk about it. In regards to the line, when the student vendors were done selling they were told they were able to pack up, put their stuff in the car, and then allowed back into the event through the student line. I think around 4 to 5 the front of the line was really wild and then the student vendors were trying to get the CSO’s to let them in but I had to run to them and tell them to get in line if they wanted to get back in. We took access cards from those who were dancing on their tables when the stuff they were selling was gone so they will not be coming back next year.

MD: Woodstock guys were not supposed to go through the backstage. They were specifically told to use the side gate. Next year do not let the vendors through back stage, always use the side.

Burrow: Do you think it’s a good idea to have just a working wristband?

MD: I would not have another wristband.

Chrystal: People were still be confused with the wristbands we did have.

Ernie: I waited from 12 to 12:35 for folks to come in for student vendors. Next year I would reduce that time and be stricter. I would say 12 and 12 only.

Bo: I really liked the professional vendors this year.

Michael: Touch base with the electrician at least 2 to 3 weeks before the event. Make sure you tell them you need someone on site and specify what times and what you need in terms of spider boxes and placement. We also had to spend more money because the electricians had to sub-rent them. Make sure in advance that you have 4 rolling risers, we only had 2. It’s less about satisfying the artist and more about making it easier on yourself. We had to repurpose parts of the stage to build new risers on the fly. In terms of line and sound check, I think the 11 to 12 sound check for the headliner is great. I gave everyone else line check but I still found myself having problems with not having enough time. 4 line checks in one hour is not realistic at all. Something needs to be done with the scheduling of the event itself to give us more time to do this. Never abandon the split stage set up. It’s a resource that is pretty crucial.

MD: A schedule and sticking to timing would be helpful. If we need to start on Thursday we need to think about that earlier. We did that a little too late this year. If we can’t show up at 8:30 or 9 when our vendors are arriving then we shouldn’t tell people to be there. I know people were waiting for us to show up. I think starting the stage on Thursday or doing a mobile stage so we don’t have to build it. It would have to involve making a wider opening to the stage so we could get a semi in.

Michael: Rae Sremmurd blew out some sub woofers.

MD: Production crew also needs to keep the stage safe and keep people away from the stage who aren’t supposed to be there.

Chrystal: Even if we have other people like miller there, you as well should be helping with that.

Levine: If people are getting pushed out of the crowd Miller needs to know what to do and I think a lot of them were confused.

Haley: Publicity make sure you have ear plugs because being in front of the barricades is scary.

Javier: We ran out.

Chrystal: Only give them to people who ask for them, not who you think they needs them.

MD: If we are getting low you need to let us know so we can buy more.

Levine: Overall I heard a lot of great things. We had a lot of more people this year than last year. A lot of the managers were happy. Overall really really good job, it was a successful festival. Great way to end the year, thank you all.

Sophia: The 2 shades structures. They started setting up and then they asked for the banner, and we were confused so there was a big miscommunication with that. We sent color pallets to both bamboo vendors and Lucidity did completely their own thing. Bamboo DNA did a really great job. I think we should only use Bamboo DNA in the future, they are cheaper and they can also build custom things if we let them know way ahead of time, like in January.

Bo: They were missing the A on the balloons, which was similar to last year. And later on the R popped and detached, which we fixed but was a little annoying. Maybe consider not using balloons anymore. We had a lot of other really cool art this year.

Chrystal: The balloons were silver and the stairs were grey so they didn’t pop like we thought they would. Just something to think about.

Tarush: People were lining up to take pictures next to the graffiti wall so I think that was a really good decision by all of us.

Sydney: I think the graffiti wall was a huge hit.

Nick: I was at the ticket office most of the day. It was good most of the time, a few times I had a huge rush of people who were sent from event staff or miller saying that they didn’t have an access card but were sent there to get a wristband? This has been kind of a consistent thing with big events this year when security doesn’t know they send them to the ticket office. I had to say no to a lot of angry people, which I’m used to, but it was more than usual. For the future student events, no access card means no entry. Other than that things went well on my end.

Chrystal: Something that stuck was the art in the festival. We need to bring that back. It was really appreciated by the student body. It was “instagramable.”

Javier: I was working the front doors most of the time, the event staff and miller all knew that no access card meant no entry so I think it was just people making up stuff.

MD: Maybe we should look into getting trailers for the artists because the tents are starting to get more expensive. We should make a list of the trash sites to pick up after the event so we don’t forget some of the areas.

Shahar: Whoever we had from the ticket office to sell shirts should stay longer because we had a lot of people after the festival to get shirts and they weren’t there.

Nick: They were scheduled from 1-7 and I think they thought they could be completely done by 7 so they left a little earlier to turn everything in.

Burrow: Did we have any trouble with the umpires for the baseball game?

Javier: Yes. It was a little problematic with my staff because they weren’t sure if people were lying or not. We never got clear communication on that.

Burrow: With parking passes please get the most accurate estimate you can so we can budget for it. I had to take a trip to get another stack of 30. I don’t know who governs the EMT but someone needed to be looked at and they said he was fine, he was drunk and the police just took him.

Chrystal: If someone looks like they need medical attention, we call the police first?

MD: Yes. He needed to be out of the venue anyways.

Kim: If people are sleeping on the ground we should not let them sleep? I feel like it’s a safety issue.

Chrystal: There’s nothing we can do about that.

Haley: Social media wall was super cool. As soon as people walked into the venue there was no wifi. I had to use all of Menelik’s data and I felt so bad.

Chrystal: Good job to everyone and I am really proud. Thank you everyone for working so hard. I’m excited to see what you all do next year.

**G. PREVIEW OF THE WEEK**

1. Movie: The Good Dinosaur- 5/17

Sydney: I have never seen this so I am excited. Shahar, Levine, Burrow, and Sophia for 6:30, Michael, Chrystal, Nick, and Javier at 9:30. Please poster for this.

2. Storke Show: Clean Spill- 5/18

Bret: Indie surf rock band from Santa Barbara. I will have ice cream. I have Nick and Ernie helping out. Hopefully you can get there around 11 to help with ice cream.

**H. OLD BUSINESS**

1. Politicizing Beyonce Update- 5/25

Ernie: I got the graphics so I will pass those around. The offer has been signed so I am just finishing up some stuff. I have a meeting this week to go about logistics for the event. It’s a low maintenance film but I would like to have a half board event. This is the 25th from 7-9 pm. Call time would be 6:45, doors will open at 7 and the show will start at 7:30 in Embarcadero.

Chrystal: Anyone want to talk about pub plans?

Ernie: I was thinking add a picture of Beyonce so it draws more. I want the graphics done by tomorrow so we can poster all week. Advertise all over Facebook too. I am hoping to have to turn people away for this event because it will be so crowded.

Sydney: Can we print big emojis, and put them around, maybe the lemon or the bee one?

Chrystal: Maybe we could make it into an extra credit event, if some teachers are willing to do that.

**I. NEW BUSINESS**

1. Bagel Day- 6/6- 6/7

Bret: Spring quarter I am planning on the Monday and Tuesday of finals. It will be in the MCC hallway. Probably 8-4.

Haley: People have finals at 8 though.

Shahar: People still show up.

Chrystal: The goal is to have everything set up by 8. Have a sign 8-4 so people know when to come back.

Tarush: Last quarter we had a lot of extra.

Burrow: Yeah way too many.

Bret: I actually budgeted lower than last quarter.

Chrystal: Total cost $1500.

Bret: Okay.

Chrystal: Did we send stuff to graphics?

Bret: Yes.

Chrystal: Get a schedule of who can be there so that it is not left unattended.

**J. ACTION ITEMS**

**K. FINANCIAL ACTION ITEMS**

*1. Wordstock-5/28*

*MOTION/SECOND: Javier/Wes*

*Motion language: Motion to pass $150 for 3 event staff for Wordstock on May 28th from 12 to 4pm.*

*ACTION: Vote:*

*Staff/Advisor Instruction/Request: Insert if Applicable*

*Responsible for Follow-through: Consent 17 Present*

*Additional approval required:*

*2. Bagel Day- 6/6- 6/7*

*MOTION/SECOND: Bret/Tarush*

*Motion language: Motion to pass $1800 for Bagel Day on June 6th and 7th from 8am to 4pm in the MCC hallway.*

*ACTION: Vote: Consent 14 Present*

*Staff/Advisor Instruction/Request: Insert if Applicable*

*Responsible for Follow-through:*

*Additional approval required:*

#### Thursday Page/Slides

**The Marilyn Report – Good job, I look forward to working with everyone next year and will miss everyone from this year.**

**The Commissioner's Report** – I am really proud of all of you. Quarter reports are due Thursday at 9.

**Deputy Commissioner’s Report –** Every position is now required to have a training manual in additional to quarter reports. I would start now.

**Coordinators’ Reports**

Alex Levine-

Bo – Great job

Ernesto-

Haley-

Kimberly- Great job everyone

Javier-

Matthew-

Michael- proud of my new hires

Nicholas- I’m trying to plan an open mic night at Gio’s. I think a new board member should try to plan an event to get started with event planning and do an open mic night with me.

Shahar- Thank you to everyone who helped me and Javier’s event staff

Sophia-

Sydney- Seniors cap decorating let me know what supplies you want. My event is on June 1st so let me know by this week so I can turn in rec forms.

Tarush – Snapchats were cool, we had 7 this time. I’m glad I got the website done. If you spent money on hospitality please send it to me or Sydney.

**Assistants’ Reports**

Alex Burrow-

Timmy-

Blanca-

Bret-

Travis-

**Senate Liaisons**

Sara Maroofi- We would normally term out this week but we are extended due to the investigation going on.

Kelly Pearman- Thank you for all of your hard work.

**RHA Liaison**

Menelik Dagnachew-

**ADJOURNMENT : 7:58**