## Program Board Agenda

## Associated Students

May 22nd, 2017, 5:00PM

SB Harbor Room

**CALL TO ORDER: 5:04 PM**

**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 | **X** | Robert “Bo” Wolfe | **x** |
| Christina Chiocchi | **X** | Samantha Richardson | X |
| Ernesto Pina | **X** | Sarah Soren | X |
| Faith Webb | **X** | Shahar Roda | **X** |
| Isabella Iannitti | **X** | Sophia Barkhudarova | **X** |
| Jasmin Smith-Torres | **X** | Stephan Bang | **Late** |
| Josue Garcia | X | Sylvester Ikpa | **Late** |
| Justin Taing | X | Tarush Mohanti | X |
| Kailah Korsh | **X** | Taylor Glatt | **X** |
| Katherine Michel | **X** | Jasmine Sandhu | **X** |
| Leila Youssefi | **X** | Jordan Mitchell | **Late** |

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

*MOTION/SECOND: Ernie/Josue*

*Motion language: Motion to approve Steph, Sylvester, and Jordan’s lateness*

*ACTION: Consent Vote: 17 Present*

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

*MOTION/SECOND: Katie/Kailah*

*Motion language: Motion to accept the agenda as amended*

*ACTION: Consent Vote: 17 Present*

**C. ACCEPTANCE of ACTION SUMMARY/MINUTES of 5/15**

*MOTION/SECOND: Ernie/Katie*

*Motion language: Motion to approve the minutes as amended.*

*ACTION: Consent Vote: 19 present*

**D. PUBLIC FORUM**

1. RCSGD – Manny, Annual Drag Show Graduation, June 4th, 12-2pm? 1-2 production staff, 100 people, lobby floor SRB
2. SACC – John + Anosha, RHA for apartments. Gauchella sound system and stage June 3rd 1-3pm, 200 people located at Jamieson Field, San Inez Apartments. Bands and possibly DJ, wants ASPB to Table event

**E. ANNOUNCEMENTS**

**F. WEEK IN REVIEW**

1. Fifties Shades Darker 5/16 –
	1. Kailah: 75/178; clean up trash and put away chairs next time!
2. Chicanx Latinx Graduation Showcase 5/16 –
	1. Josue: disorganized; finished before 11
3. X17 5/21 –
	1. Alex: less arrests but more EMTs, thank you to life of the party for handing out water in lines, less water bottle trash, Talent was smooth, set times remained the same. Schoolboy’s flight into SB was cancelled but they managed to drive from Burbank. In general, spot on.
	2. Josue: 6 panels instead of 7, towers only go up 24 ft but there was an issue with the panels, looking for a smaller LED wall height-wise for next year. May be easier/cheaper not doing a split-stage. One smaller stage, rotating every set in. save money on a monitor-wall? Backline different for each artist. Something was messed up with the backlines ending up being the same for the two bands and it wasted time. Didn’t specify that it was a split stage, only told how much space they had. No mess, out earlier than 10 because backline truck was in early. Trucks only off ply twice. Lost three hours on a loading day because of plywood issues. Doubled the plywood to prevent future probs. Better this year than in previous years. Cut transition DJ sets from 3 to 2 because the sound check wasn’t properly settled. No Schoolboy transition DJ because flight was cancelled. TP asked for risers but didn’t specify height; TC did not want risers – created issues. Drop the width of the stage by 1/3 or 1/4 for next year. Don’t play house mix through transitions, unless we provide it and let them know before hand. Make sure that its in the advances AND contracts. We know the day of X in August so give heads up to catering/other preparations (catering and TPS). Dave’s Dogs said they were getting a bunch of specialty hot dogs and a build-ur-own but they made the exec decision to nix the custom ones and the build-your-own was extremely basic (ketchup mustard and onions). Did not get our moneys worth on that one.
	3. Katie: From front of house, its hard to see the crowd, even a foot platform in front of house to see over crowd would be better. Put audio and staging in better contact w/ each other. Look into these things early on. Artists need to wear badges when not performing.
	4. Taylor: The wall was not being used to full potential because of technical issues. Could make a better use of it in the future and better space it out.
	5. Tarush: No proper runner, Ryanne did many runs, lots of complications with running things and miscommunications.
	6. Kailah: emphasis on reserving catering SUPER early. Lunch and dinner 15 min late. Dinner ended early and the guy spent time w the artists/in artist tent (unprofessional) and artists food was released later so it looks bad on us. TC hospitality was not finished when TC arrived, more tasks should be done day before show (sheets, etc). Good on staying w/in budget. Nice to get riders earlier than mid-day before show. Good to divide and conquer hosp tasks. Print and reprint crossing out things we have.
	7. Christina: lots of trash in tents because no trash cans. Running caused havoc. Print riders and have them on clipboard to easily check things off and delegate. It takes a long time to set up all 5 tents so RESERVE time for this! More food than we needed delivered but we didn’t buy as many snacks, less salad next time. Get food that is easy to eat and go/bring with you. Tinashe signed a lot of posters, a lot of the rest of them got taken, make it clear that the idea is that the artists should sign them if they feel. Tinashe guests a little rowdy. DOS job + hospitality is too much. Should always be @ least 1 hosp person in the tent at ALL times.
	8. Sarah: NEED to designated runners with cars! And riders should be printed. Artist hosp needs to be there when setting up. Better communication w/in hosp (those people need to focus solely on hospitality and probably shouldn’t even have a day of show job.) Everyone on hosp needs to know about everything (board hosp and artist hosp need to communicate)
	9. Leila: tried to inform alex about her not having a car but there was no response.
	10. Shahar: write down #s and info for next years hosp.
	11. Ernie: coffee bean and starbucks want to be a part of it next year
	12. Steph: fencing over-lining with barricades was good thing because backstage was more secure. Less people trying to sneak in. During anti-tank set up there were issues of 3 barricades not fitting in. Caused delays. Layout rather than immediately starting set up wasted time/caused delays.
	13. Christina: artist badges were not successful b/c artists did not want to wear them. Satin badges are better. backline may have given out production wristbands to people who were not meant to have them. They took posters (possibly signed) and ransacked other artists hospitality tents
	14. Alex: Tinashe’s friends got super rowdy in the pit, they had to be spread out towards the end to avoid issues.
	15. Josue: Miller was not strict with who they let in the production entrance. Not attentive/ready to defend the door. Give a production bracelet to 1/3 artists because the other 2 don’t need to be on stage. Maybe give them backstage passes instead.
	16. Sam: volunteers should wear volunteer shirts rather than program board shirts. They were given blue bracelets as well. No communication to get more bracelets. Miller guy wouldn’t let Sam’s volunteer guy in with her. More communication about getting enough bracelets or just give the coordinator more in the beginning. Credentials for miller need to include info that green shirts allow for access. Was seemingly easy for people to get backstage. Steph said they should have known better because he specifically told them what the deal was, Alex suggested printing/laminating the credentials.
	17. Alex: need to print more artist badges and order more wristbands. Miller is also super picky about credentials.
	18. Katie: ONE backline guy needed. Clip on artist badge that is smaller would be better. Need to be able to access cable ramps, needs to take priority over trash.
	19. Christina: Vineyard vines given GA wristbands but needed to get backstage because they were keeping their things back there; bracelets should be determined before DOS. Get press badges back after press is done shooting, communication is hard to get people to and from places after that.
	20. Shahar: people broke off the signs from the signpost. Josue told the police that they would be too high to be stolen but clearly they weren’t.
	21. Marilyn: someone else needs wristbands and parking passes, more than just 2 people. Radios are useful to have at the info booth. Shirts need to say event staff and that’s good enough (don’t need wristbands).
	22. Ernie: keep credentials on you! more useful than set times. More communication about location of people.
	23. Christina: alumni and plus one are allowed backstage and hosp allowed them to eat food b/c there was extra food. People can be removed if they are not acting appropriately.
	24. Kailah: better communication about who is allowed backstage/partake in eating.
	25. Sophia: selling/aspb/volunteers: three shirt categories. This is how it should be
	26. Faith: miller needs to escort people backstage from the pit
	27. Shahar: get water bottles to front before doors that way they’re there and prepared for people in the front.
	28. Sylvester: volunteers should come through only one entrance and it should be clear that they are volunteers (through the shirt). Co-sponsorships need to arrive on time, otherwise wait in line. Only half checked in on time. Repositioning police because Sylvester was constantly running around when they should have been there. Need suggestions to fix. Should be discussed at the pre-event meetings. More communication about the fact there are two openings. Made barricades narrower to help line control, but three people cut their FACES (wow) falling on the narrow barricades.
	29. Jazz: volunteers should get a list of names, show an ID at front of line at ticket window and they could get in quickly. Sam suggests getting people in through vendor’s entrance, which is easy to see from info booth. Ticket office lines: Scanners worked pretty well, important to have 2 staff because lines get long. Getting all perm numbers from ticket office was great. MERCH: thundercat did not mention they had merch so there was not enough time for merch sign and it was stressful. Next year, allow for re-entry on scanners but tell people they won’t scan again to avoid them handing them off to their friends.
	30. Steph: someone parked car behind the service entrance (even though we told them not to) so had to move entrance. Fast pass was great for lines.
	31. Stadium can never really be locked down so beware of aspb stuff.
	32. Marilyn: need more NO signage.
	33. Sam: should get card readers for merch!! They didn’t even have change for thundercat because nobody was notified. There was enough water at info booth this year YAY! Good water bottles. Almost no water bottle trash.
	34. Sarah: sell the rest of the hats at the ticket office this week. or maybe entice people to come to a storke show or something to buy again. Katie suggest offering to production crew first because they worked it. About 100 left.
	35. Christina: have reusable water bottles at the front already. Saves time and then we should have enough. Same for Miller staff. Getting water to people should take priority to being a green festival in this setting. Bottled water important because you can’t have cups that spill on production stuff. Have jugs in hosp tent as well.
	36. Kailah: super important to label water bottles for people who absolutely need them otherwise people will take them who could make the extra trek to get water from the fountains.
	37. Justin: Bubbles were good, we need more. Signs and tent were popular. Wristbands popular and cheap – get more next year. Good on bottles (valuable). Photobooth super popular, 639 total gifs taken. Look into booth that does print and gif. Face painting popular as always. Ran out of Tshirts, start it later to keep it going to end. AS recycling can help next year. Shirts lasted 1.5 hours. Stop giving out bags when just a few shirts left. Info graphics leading up to event week of X.
	38. Sophia: DO NOT work with Star-project. Bamboo DNA and Lucidity only. There was hardly any shade under the shade structure.
	39. Sarah: AS recycling difficult to work with so we should avoid this. TJs was helpful.
	40. Paul: need more bags, people who got trash bags but no shirts could get green shirts possibly. Or hats?
	41. Leila: live painting was really easy and fun, avoid letting other people paint because we are liable for clean up.
	42. Sam: clear signage for recycling booth, designate volunteers to go there to sort trash. Maybe 2 bags/shirt or bigger bags. Get exact number of bags based on the # of shirts or a few more for people who give up.
	43. Ernie: Co-sponsorships: IV screen-printing wanted to sell merch on field last minute and bookstore couldn’t give approval to them to sell merch. They pulled out of the co-sponsorship but their name is already on all the merch etc. need to talk to them more. VV paid for booth but didn’t have a booth, we could have gotten more money out of them – people loved it. Start co-sponsorships after Delirium for next year. Dave’s dogs wasn’t $750 probably. Hopefully we can get specialty dinner out of it. Nachos all over the field. Only 5 people in the back for the watermelon cutting. Do not allow student vendors to bring backpacks because we do not check them. Lots of people listed not to come back next year. Pub X more on facebook, human to human b/c low attendance this year. For posters: add a qr code for X poster connecting to spotify playlist. Whoever is running the field should not be an artist runner. Have more drivers authorized to drive van/box truck.
	44. Christina: co-sponsorships - too many cooks in the kitchen. Needs to be one contact for a co-sponsorship, maybe two. DOS jobs should be talked about before shows.
	45. Maya: most groups did not follow instructions, need more clear instructions, printed and at each booth. Need better record keeping of who was where and did not clean up their space well enough. Concerns about student group professionalism students under the influence near their booth representing their group and aspb.
	46. Katie: stay busy, do not be sleeping.
	47. Josue: LED wall keep on same stage as last year, it didn’t work this year. Cheaper/smarter/more efficent to do a wall on a truck.
	48. Nathaly: Email about who is in charge of what and email list of old board as well, so new board has phone numbers.
	49. Isabella: Delegate someone to be in charge of fb messages and page. Be careful about telling the guests that artists bring (don’t allow them to record the shows etc). Be clear with security about not letting in unapproved professional cameras.

**G. PREVIEW OF THE WEEK**

1. Split 5/23 –
	1. Kailah: These are the people working
2. Logan 5/30 –
	1. Kailah: These are the people working
3. Rec Cen Pool Movie 6/1 –
	1. Faith: Sign up for the event will go around and we started a pub plan – hub show level pub.
4. Khalid in the Hub 6/4 –
	1. Shahar: in touch about changing time to 7:30 earlier show. We must pub that aggressively if it works. Call time 5:30 if 7:30 show works out, 6:30 if remains same. Keep 3 pairs give away only, although there are 14 tickets avail as of today 5/22. Encourage new board to work show!
5. Abstinence Sabbatical Storke Show 5/24 –
	1. Justin: active tabling. Hopefully ice cream. Sign up.
6. Headshine 5/31 Storke Show:
	1. Justin: may not happen due to insurance issues on their part. Sign up.
7. AS Banquet Friday June 2nd :
	1. Marilyn: 5:30 Awards and food. Send photos to Sean about ASPB slide.
8. Dope Metaphors 6/1 –
	1. Josue: using pal system (reserving tomorrow), event should run smoothly bc arriving 30 min earlier than usual to
9. Catalyst Launch Party 6/1 –
	1. Josue: at the coffee collab, contact Christina with questions.

**H. OLD BUSINESS**

**I. NEW BUSINESS**

1. LOTP Cap Decorating –
	1. Faith: suggests allocating $220 to LOTP Cap Decorating event on June 8th
2. Bagel Day –
	1. Bo: I am going off the budget from last quarter.
	2. Ernie: spent $1,200 last time, reserving $2,000 this quarter because no rain more people more bagels eaten! more cheese less cinnamon raisin bagels

**J. ACTION ITEMS**

**K. FINANCIAL ACTION ITEMS**

*1. RCSGD*

*MOTION/SECOND: Josue/Shahar*

*Motion language: Motion to pass $50 for one production staff for the RCSD Graduation on June 11th*

*ACTION: not consent Vote: 18 for, 0 against, 1 abstaining*

*2. SACC*

*MOTION/SECOND: Josue/Taylor*

*Motion language: Motion to table SACC music festival indefinitely.*

*ACTION: Consent Vote: 19 Present*

*3. LOTP Cap Decorating*

*MOTION/SECOND: Faith/Shahar*

*Motion language: Motion to pass $220 for LOTP Grad Cap Decorating event on June 8th.*

*ACTION: Consent Vote: 19 present*

*2. Bagel Day*

*MOTION/SECOND: Christina/Josue*

*Motion language: Motion to pass $2,000 for Spring Quarter Bagel Day*

*ACTION: Consent Vote: 19 present*

#### Thursday Page/Slides

**The Marilyn Report – Sydney spent $190 for caps last year. LOTP is chaging management soon so get in contact w them soon if need be. Will be out Thursday and Friday. How many of you will be around for summer board?**

**The Commissioner's Report** – meet the people who have your spot next year/this year for new board. Landshark this Friday if interested.

**Deputy Commissioner’s Report –** Stay tuned for stipends and transition meeting/dinner info.

**Coordinators’ Reports**

Alex-

Christina- posters 1st thing tomorrow 5/22, come to catalyst launch party

Faith-

Isabella-

Jasmin-

Josue-

Kailah- poster for films

Leila-

Sam-

Sophia- sashes for seniors?

Stephan- b day party Saturday – fur themed!!

Tarush-

**Assistants’ Reports**

Justin-

Katie- can do grad photos, make notes on your position for new board members. Production shirts arrive June 1st.

Sarah-

Shahar- All recs are due June 2nd. Graphics for end of year playlist.

Sylvester-

Taylor- floss at cal poly

**Senate Liaisons**

Jasmine-

Jordan-

**RHA Liaison**

TBD

**ADJOURNMENT : 7:59 PM**