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**Board Meeting**

**Agenda**

07/11/2022

*Commerce Connect Building*

1. **Call to Order 7:02pm**
2. **Attendance**

*Officers:*

[**E**] Brandon Reid [**P**] Marty Zuniga [**P**] Morgan Morris [**E**] Jason Johnson

President Vice President Secretary Treasurer

[P] Todd Alan [P] Jordan Braxton [P] Jesse Doggendorf [P] Matt Harper

[P] Clayton Higgenbotham [P] Dottie Klenke [**P**] Frank Nowicke [P] Arthur Nunn

9/12 Board Members Present

1. **Changes to the Agenda** 
   1. Change Jordan Agenda Items, add Jason’s debrief notes. Matt/Jordan **Motion Passes**
2. **Approval of Minutes** 
   1. Jordan / Arthur Motion to approve 5.6.2022 minutes and acknowledge there are no minutes for June due to Pridefest 2022. **Motion Passes.**
3. **Board Reports**

Executive Reports:

* + 1. Brandon Reid – President
       - * No Report
    2. Marty Zuniga- Vice President
       - * Insurance Claim Royalty Pageant

7.2.2021 was given notice that a claim was filed from an accident that happened at the pageant. Suing to get medical bills paid. Has been sent to our insurance to investigate this issue further.

* + 1. Morgan Morris – Secretary
       - * New Business Item
    2. Jason Johnson- Treasurer
       - * Accounts Receivable / Aging Accounts

See attached documents

Jesse Moves for an additional meeting to be held on July 25th 7pm, so that the budget estimates vs actuals can be looked over. Seconded by Dottie, **Motion Passes**

Board Director Reports:

* + 1. Todd Alan | Co-Director of Sponsorship
       - * Sponsor Recap
    2. Jordan Braxton | Director of Public Relations
       - * Together Credit Union – Pride Cake

TCU would like to host our STL 200 year anniversary cake at one of their branches.

We need to create a wavier of liability.

Need to determine how long would they host it for?

Need to determine how we or they are transporting the cake?

* + - * + Restarting Feed the Community

Find a place to start cooking. We owe BarPm a dinner and then Rehab. Jordan will talk with Rehab about using their Kitchen.

* + - * + Community Resources on Website

Will work with Dean, Morgan and Communications, on updating our website and resources.

* + 1. Jesse Doggendorf | Co-Director of Sponsorship
       - * No Report
    2. Matt Harper | Director at Large
       - * No Report
    3. Clayton Higginbotham | Director at Large
       - * No Report
    4. Dottie Klenke | Co-Director of Entertainment
       - * No report
    5. Frank Nowicke | Director of Development
       - * Elections, Frank was not here, but will work with Development on getting information about elections out to the public.
    6. Arthur Nunn | Director Fundraising
       - * No Report

1. Old Business
2. New Business
   1. Festival Debrief
3. Adjourn

Festival Debrief (will be transferred over to the minutes once completed)

**Communications Department**

* Very few negative comments from the community
* Drone Usage being illegal – Not, the company is licensed and had the correct permits
* Request to reverse our bans on dogs – we keep our BAN, due to weather, will have to work with our security more about not allowing them into the park.
* Multiple complaints about the price gouging with food vendors – we will work on changing our application in the future to make sure menus and prices are given. Also will look into trying to get more local food vendors.
* Handicap parking not clearly shown on the map – we don’t have designated parking for handicap, just a drop off zone.
* Festival lineup not being clearly advertised – we will work on making it better known next year.

Motion was made at the retreat last year that if 35k wasn’t reached in entry plazas that we would tact on $1 entry fee next year. Once we know the final numbers from festival we will need to look into this motion further.

Question about where the Square POS systems go, do we keep or return?

Get a tent company for our entry plazas, VIP, etc. next year due to the nightmare of ours breaking.

**Volunteers**

- Each volunteer check point has a walkie talkie. Lets try and get sponsorship groups to help entry plazas.

**Vendors**

- Have a limit number of vendors no ifs and buts. Vendor packets physical copies needed.

- Sponsorship row will start with S#

**Commissary**

- Didn’t have recipes and product for that. Make sure vendors cannot sell their own ice or water. - Need to work with POS system. Sell seltzers instead of 3 different punches. ATM and their signs.

- Work on festival roles and your job.

**Security and Compliance**

- Had an issue with certain people sleeping or not doing their work. Possible look at different company.

**Entertainment** no issues.

**Parade**

- Parade director needs to be involved in city talks.

- Porta Potties in the staging area.

**Sponsorship:**

-VIP tickets: Limit who can give out tickets to different events. Let sponsorship create a certificate and keep track of that.

**Finance Department**

Entry Plaza:

     The buckets and stands we used where a better success then the trash cans. We raised 12,200 in entry plaza collections. I feel next year we need to advertise them more cause people didn't really understand the concept of them scanning/tapping their phone on the readers. Plus, since it was our first year using them, we did not know they had to be plugged in to work. Luckily, they come with battery packs, so they do not need constant power at the entry plazas. Having Dennis team place one guide at each entry plaza also helped because they kept the volunteers engaged in asking for donations and being friendly.

Liquor Booths:

     POS: I think the square systems are a good addition. This makes it where we can track the sales a lot better. Only a few issues with this. 1. We need to invest in getting cash drawers that attach to the systems. The issue we ran into is when the bartenders took cash it did not run through the square POS. So it's hard to track those sales. I feel if we have the cash drawers and instruct them to ring in every purchase, we can get better accurate numbers. Marty, Arthur, and I can work on this. Maybe next year Square can do Sponsorship again and donate the drawers as their sponsorship. Or we can price them out and debate if we should purchase them or not. 2. Power, we need to figure out a better power system. We need to figure out how to keep the cords from getting wet. 3. POS system itself. We need to figure out a way to elevate them off the tables. Maybe we can build generic little stands out of wood. We damaged 2 of the systems because they got wet or had beer spilt into the reader. So that was about a 1700 loss. We can either turn it into insurance or just purchase 2 more systems next year?

REDACTED: Liquor sales:

REDACTED: Currently in the bank right now as of 7/11/22 the balance is :.

We pretty much pre-paid for around 90% of festival costs upfront. So finally for the first time in 9 years we have ended a festival not in debt and actually have money to save!!!!!!!!!!! We have a few loose ends to finalize which I will work on when I get back. I am going to touch base with all our vendors (PSL vendors not vendors that paid us) and make sure we have zero balances. I have asked Todd, Jesse & Frank to look over the aging list to make sure its up to date as we had last minute sponsors pay via CC and some that are not even on the list. Currently we still have a large number of 45k that is still owed to us that isn't even included in the balance. I have set a plan and task list to have this completed within 10 days.

Currently are taxes 990 are being completed so I do not have an updated report list, but I will have it within a week they said. As you all are aware we typically do like maybe 20 transactions a month. Obviously, we have over 450+ items to code and make sure are correctly put in the books. I am pretty confident that almost all the bartenders have cashed their checks with the exception of a few. (Thank you Morgan & Arthur for taking care of this since I was gone.)

Once again if anyone has any reimbursements please get them to me so we can close out festival.

A few key things that I notice that are not in my department which I'm sure someone will cover.

1. Volunteers: It is not Clayton's fault because he had no clue what he was getting into. But we need to start a campaign earlier for volunteers and staying connected with them. We had a few snags where we did not have enough volunteers near the end of the day and to wrap up.
2. Vendors: We need to make sure next year we are a lot more strick and firm with vendors. We need to not let people have exceptions and not let last minute people pop up and say "I want a space" two days before festival. We also need to come up with a better plan to regulate them. I heard there were vendors sale water for like 5.00 etc. I think next year we need to go back to only us sale water/soda. More profit for us and then that will illuminate that issue.
3. Beverage/commissary: I think this year went very smooth! Good Job! For next year I think we need to rent our own forklift and pallet jack from Sunbelt. This way we can move pallets around and also save us money as we can have tables and chairs dropped off in one location and just distribute them easier. The cost is very minimal.
4. First year ever that we returned 100% of the radios!
5. Board: I know it is tough and every gets tired. But we need to really make sure we are dedicated and stick to it. At the end of festival, it seemed like there was only a small group of people helping clean up and return vehicles and wrap things up. It is unfair to everyone if everyone doesn't help. I don't care if your area is done, or your department don't have things to finish. We are all a team and need to all help each other. This is one of the reasons we loose people.

Finally, I want to close with. Thank everyone for pulling it together and us having a successful Festival. This is a year we can celebrate because it went very smoothly, we made money and nothing major happened. I have pretty much only heard good things and noticed a lot of the community that normally don't support us showed up or participated, shit some even volunteered and walked in the Parade. We need to keep this momentum going! I am proud of everyone on this team! Lastly, next year Marty.................DO NOT LEAVE YOUR CAR RUNNING AND UNLOCKED FOR 6 HOURS IN DOWNTOWN ST LOUIS!