

## **AGCI Board Meeting Minutes 12.18.2016**

Location: Cospace (168 East Center Street Unit B, North Salt Lake, UT 84054)

Attending: K. Love, Y. Tatiana, R. Pera, J. Hogan, R. Rodgers, C. Osborn

Video Guest: R. Adams (sort of)

Minutes By: C. Osborn

Lead By: K. Love/C. Osborn

Call To Order: 02:26PM

Adjourned: 03:53PM

### **SMUGGLER'S BALL**

- Sponsors
  - o A new list of potential and confirmed sponsors/donations will be compiled and pinned in the Smuggler's Ball Planning Facebook Group
  - o Per Russ' suggestion, Kapi will be contacting a local candy company re. donations
  - o A donation from Cospace may include a voucher for all or part of an upcoming class
- Deposits/Blocking
  - o \$800 still required for casino tables
  - o Full details of remaining deposits/monies will be listed in thread
  - o During the visit to the space in January, measurements will be taken to finalize placement of gambling tables, performance space, etc.
    - Scheduled visit on January 4<sup>th</sup> at 6p with aerialist
- Entertainment
  - o Per suggestion, all entertainers/volunteers will sign volunteer contract to ensure no glitches/backouts in participation
  - o All participants will be identifiable by stamp/wristband/lanyard
  - o Load-in prior to the event will be a last-check for performers to get settled into the space
  - o All performers must provide details about who they will have in their entourage; any assistance that doesn't need to be present for the whole evening is welcome to buy a ticket to attend outside of load in
- Board Roles
  - o Yaz will be occupied with companionship
  - o Rob will be at the door assisting with check-ins
  - o Kapi will MC for the evening/assist with tables/raffles
  - o Christine will be wrangling performers/entertainment
  - o Jackie will be floating/assisting with tables/raffles/auction room
- Additional Concerns/Followups
  - o Security at the door will check tickets, IDs, bags, and any weapons

- No tickets will be available at the door; all tickets must be purchased in advance
- Names on tickets and IDs will have to match to ensure no sneakies
- All cash points will be manned by a board member
- May obtain additional wandering photographers, based on the crowd

### HOUSEKEEPING

- The second weekend after FanX (April, specific date to be determined) on a Sunday will be a housekeeping/massive cleanup day
- Deep-cleaning of the entire space
- Any new purchases with the funds raised by the winter events will be set up
- All mirrors will be hung throughout the space/dressing rooms will be completed
- All tables will be cleaned/sanded/painted as needed
- Bathroom improvements will be made (tp roll holder, towel bar, mirror, etc)
- All machines and equipment will be reviewed/checked for any needed servicing
  - Sewing machines, 3D printer, large sanders, etc
- Fridge and other common storage areas will be gone through and checked/cleaned

### MEMBER CLOSETS/SPACES

- Suggestion to offer 30 gal bins to members was adjusted to offer to pick up a bin if member pays for it, 30 gal maximum
- Suggestion to clean out member closet on set dates to dispose of anything that does not need to be stored, or left by members that aren't coming back/haven't been back
- In future, could offer to store things for an extended period of time for a fee for members only, provided there's enough room

### BOOTH UPDATES

- Kohalu has canceled the makeup class, but will move forward with the wings classes
  - Cost of wings class will be \$50 minimum, 20 participants
  - Updates for items needed for his arrival will be sent in January
  - Further updates to come, stay tuned for more details
  - Dinner with Kohalu, if he's willing, would likely be on the Thursday before the convention
- We will attempt to obtain a hot spot for the convention; suggestion to purchase through WalMart for a cheaper option
- Reminder to everyone to set up a Square account and discuss with Kapi once done
- Stephan and Ian will be security; Stephan will only be available on a single day
  - Updated requests for volunteers will be put up on the volunteer page in the coming weeks
- Costume Deadlines for all events will be put in place; tentative schedule will be posted in Cospace as a reminder/goal