

Development/Events Committee Meeting 2/11/2021

Time: 4:30PM - 5:30PM

Present: Facilitator: Jenna, MacRae, Laurie, Jessica, Jenka, Celeste, Jill

Facilitator: Celeste

Note taker: Jill

Announcement: **SHARED DRIVE**

- Jenna created a shared drive for the work related to BAM! Chicago Black Arts Movement event on 2/24/21
- BAM Chicago's Black Arts Movement

Discussion: **EVENTBRITE**

- KBOO BAM! event link is live
 - Language and images to be updated to align with the Press Release
- Ticket sales as of 2/11 = 7 tickets / \$80
- Jessica had feedback that someone told her they found the eventbrite site difficult to use
 - perhaps because they have a number of security factors in place before you can use a site with trackers.

Discussion: **FILM**

- How/when will the film be emailed to event participants?
 - Include reminders to watch the film PRIOR to the discussion panel

Discussion: **PROMOTIONS**

- Jenka created the Facebook event however, people are having trouble "inviting" their networks.
 - It is possible to post the social media link to your own Facebook page.
- Press release has been sent to Willamette Week and The Portland Mercury and to people in meeting participants' networks
 - A media outreach list is being developed to continue distributing the press release
 - located in the shared drive (link above)
- On-air promotion to begin as soon as possible
- Jessica has an idea to challenge the Board of Directors to each bring 10 people to the event.
- Laurie is checking to see if the filmmakers are available on Monday, 2/22 to be a guest on Celeste and Cecil's talk radio show

Discussion: **DAY OF EVENT**

- 5:45pm - tech check
- 6:00pm - panelists check in
- 6:35pm - welcome
- 8:05pm - thank you & goodbye
- See run sheet in shared drive for more detail

Discussion: **FRONT END**

- Celeste has graciously agreed to MC the event including
 - Introductions of the filmmakers and artists
 - Present questions to the filmmakers and the artists
 - KBOO Announcements
 - KBOO pitches
- The filmmakers will moderate the discussion
 - The conversation about the film
 - The Q&A section of the event
- Jenna created a run sheet for the evening of 2/24
 - In the shared drive folder: BAM - event schedule
- Jenka created a slideshow using
 - Images provided by the filmmakers
 - Music suggestions from the filmmakers

Discussion: **BACK END**

- MacRae and Jill offered to assist Jenka will operations on the back end including:
 - Update the live chat with *donate to KBOO* messages
 - Thank donors
 - Be aware of technical issues
 - Bad connections
 - Microphones not muted
- MacRae sent an email to initiate a meeting to prepare
- Honorarium
 - To be paid to the artists rather than the filmmakers (at the filmmakers request)

Discussion: **DONATIONS**

- golively
 - Handles transactions from donor to KBOO's bank account
- TEXT to donate

Discussion: **PROCEEDS**

- The group decided that KBOO will not share proceeds from this event
 - There is not enough time to pursue the "perfect" organization as a partner for this event.
 - The group committed to start planning for 2022's Black History Month event during the Fall/Winter of 2021.

Next meeting: **Wednesday, 2/17 at 4:30pm**