

## Meeting summary for Fixed Assets (10/29/2024)

### Quick recap

The team discussed the need for improvements to their facilities, particularly the kitchen situation, and proposed potential solutions such as investing in mobile kitchens and converting a manufactured home into a mobile kitchen. They also discussed the challenges of maintaining and replacing expensive equipment, the renewal of their temporary special use permit for the Cow Palace, and the importance of long-term planning and strategic thinking. The team agreed to send a packet of information to kitchen crew coordinators and to gather input from the Kitchen Committee through a series of thoughtful questions.

### Next steps

- Kirsten to work on getting kitchen crew to attend the November 25th meeting.
  - Team to generate a list of questions for kitchen crew about their needs and desired location.
  - Team to send the list of questions to kitchen crew before the November 25th meeting.
  - Kirsten to follow up with Tom Lanfire regarding the Cow Palace and SUP renewal decision.
  - Kirsten to make a decision about the Cow Palace (either permitting or removing from SUP) by January.
  - Team to review fixed asset inventory of kitchen equipment at the next meeting.
- 

## Summary

### Upcoming Meeting With Kitchen Crew

In the meeting, Kirsten and Kevin discussed the upcoming meeting with the kitchen crew, which Kirsten had failed to schedule due to her staff liaison being on vacation. They agreed to aim for a meeting on November 25th, with the backup plan being the January meeting if the November one doesn't work out. The meeting was seen as a continuation of a previous one that didn't go well, but Kirsten believed that the crew had come to understand that it was a dialogue and not a decision-making session. Kirsten also expressed concern about the financial stability of their event, noting that they had had a good year but were still cautious due to the struggles of other festivals.

### Mobile Kitchens and Facility Improvements

Kirsten, Kevin, George, and Craig discussed the need for resources and potential improvements to their facilities. Kirsten suggested investing in mobile kitchens instead of building a mess hall, which would be more cost-effective. George expressed concerns about the current kitchen's location in a flood zone and suggested a fresh start with a new location. Craig proposed using a mobile kitchen with dishwashing facilities, which could be moved as needed. The team agreed on the need for a comprehensive

analysis of their current situation and potential improvements.

### Addressing Kitchen Situation and Planning

Craig expressed concerns about the current kitchen situation and suggested the need for creative solutions to ensure long-term flexibility. He proposed sending a packet of information to kitchen crew coordinators before the next meeting to prepare them for potential changes and to start moving towards a more secure food preparation setup. Kirsten agreed with the need for a more detailed plan, but suggested that it should be postponed until January due to her busy schedule. She also emphasized the need for repairs to the main camp kitchen and the importance of aligning financial resources with potential solutions. The team agreed to continue discussions on the best solution for the kitchen situation.

### Mobile Kitchen Concept and Planning

Kirsten proposed the idea of converting a manufactured home into a mobile kitchen, which could be installed at Zen Acres. Kevin suggested starting with a brainstorming session to understand the needs and ideas of the Kitchen Committee. George agreed, emphasizing the importance of listening to their challenges and limitations. The team decided to send a series of thoughtful questions to the Kitchen Committee to gather their input and ensure their buy-in in the planning process.

### Kitchen Equipment and Meal Planning Challenges

In the meeting, Kevin and Kirsten discussed the need for a comprehensive list of kitchen equipment, which is currently being compiled as part of a fixed asset inventory. They also discussed the challenges of maintaining and replacing expensive equipment due to its frequent relocation. Craig suggested that they should first identify the biggest challenges faced by the team and then gather data on the number of meals served daily. He also proposed that they should not delve into the details of the current meal planning system at this stage. The team also discussed the grey water system in place, which is managed through an alarm system and regular pumping.

### Renewal and Tent Solution for Cow Palace

The team discussed the renewal of their temporary special use permit (sup) for the Cow Palace, which is due in January. Kirsten proposed to finalize the sup and rent a tent for Culture Jam's performances instead of retrofitting or tearing down the Cow Palace. She also mentioned that she had sent an email to Tom Lanfire, their county consultant, to follow up on this conversation. The team agreed that this solution would be more cost-effective and easier to manage in the long run.

## Planning, Safety, and Communication Challenges

In the meeting, Kirsten, Kevin, George, and Craig discussed the challenges faced by the organization, particularly in terms of planning and safety. Kirsten emphasized the need for long-term planning and strategic thinking, given the organization's maturity and the need to push boundaries. They also discussed the importance of communication with the kitchen crew and the need for a safety plan. The group agreed to send a list of questions to the kitchen crew in advance of their next meeting to facilitate discussion. The next meeting was scheduled for November 25th.

*Last edited Kirsten (she/her) (Host) Oct 29, 2024 10:34 AM*

Best,

Zoom