

Introductions (15 min)

Matthew S, Karyn C, Jon, Rick, Rick Kevin, Greg Marshall, Scott

Updates - 3 minutes each (30 min)

- Project Management - Matthew (MatthewS)
 - Drupal issue queue. As a project management tool it is pretty weak. I recommend we use a different tool in the future.
- Venue - Justin (larsdesigns)
 - We have a venue at the King Center
 - Insurance, payment, and contract
 - Weekend of August 2nd
 - Set up to do food there
 - Need Room Monitors (One per theatre, one per hallway. We need 4.)
 - We have a coder lounge set up as well
 - North side of the building there are two larger rooms that we'll have
 - Get a floor a plan with the rooms we are using
 - Working with student group to get a discount. AITP.
- Sponsorship Coordination - Jon
 - Jon has done this by himself. But last year there were several people. First order of business is to figure out who is going to work with him.
 - Collecting additional people to reach out to.
 - Meyers volunteered the regional sales rep for potential sponsors.
 - We need a Website to point people to.
 - Oxbow Lab?
 - 13 eight foot tables
- Tracks, Sessions, and Trainings - Karyn (techgirlgeek)
 - Established the tracks
 - Session format - can we mix it up?
 - Everyone submit to tracks
 - Formats like lightening talks - ignite style
 - When do we need to look for training offers to open. Same day as sessions.
- Keynotes - Kevin (cyberswat)
 - Michael Meyers - on board with doing a keynote.
 - Perhaps the second keynote could be on diversity or another topic.
- Finances - Rick Nashleanas (RickNashleanas)
 - Balance of \$18,000 - general procedure - looking for consensus to pay things. We need an invoice from a vendor. Rick will submit to OMF who will cut the check. If we get a refund from King - assume that the check will be cut to OMF with a note indicating Drupalcamp Colorado.
 - There is a budget spreadsheet shared amongst us
 - Matthew and Rick N will help manage the budget (need to start a new tab for 2014). Jon will help with the budget part.

- Design / Branding - Ken Woodworth (kenwoodworth)
 - Full swing on Design and Branding this week
 - Will start with mood boards this week
 - Have some thoughts on the direction for the branding
 - Will move from there to logo ideas
 - Will then go onto the flash side
- Web site development - Scott (sreynen)
 - Starting the web site with a fresh drupal 7 install. Plan is to build everything. We are not using COD. We're doing registration a little different.
 - Site is broken into 11 different features. All have been claimed by different volunteers
 - Sponsor Feature done
 - Blog done
 - Registration Feature in review
 - Payment is missing from registration (Matt will set up bitcoin account.)
 - Would like to do through Stripe
 - OMF needs to sign up for stripe
 - Need to know what the registration budget goal is
 - Need to figure out schedule
 - When would we like dev done
 - When would we like theme done
 - When would we like to launch
 - Will be room for more help
 - Go Live May 1st
 - Feature Set Complete April 1st - Theming starts
 - Design ideas Feb 14
 - March 17th Splash page up
 - would be good to have the keynotes figured out
 - Sponsorships, align with when splash page is up
 - SESSION SUBMISSION - a week after we launch. May 7th - June 7th. PUBLISH speakers by June 15.
 - Demographic Data we want to collect and what reports - folks need to jump onto those issues and give feedback.
 - Social media and Marketing - Rick Manelius (rickmanelius)
 - Who has access to the social media accounts. Karyn has access - need to get over to Rick.
 - Do we have a mailing list? Tucker has it.
 - Do we use Mailchimp? Last year used event brite. This year we will use Mailchimp.
 - We're in the planning stages.

Roles We Still Need to Fill (5 min) - Groups.drupal.org - Matthew will repost these

roles.

- Catering / Coffee manager
 - Rick will ask in his company
- Signage
 - We need to do better than previous years
- Customer relations (registration folks - ask if they are willing to help) Hayley will jump in on that.
- Disaster Manager (Justin)
 - put a list in the cloud of emergency contacts

Need to push forward on (5 min)

- Parties - Hayley Roush (misshayley) Brandon Smith (Bsmitty23) Naomi Wells (naomiwells)
 - Kevin and Rick M will start to push on things along
- Volunteer Wrangling - Alex Knoll (arknoll) & Chris Caldwell (chrisolof)
 - room monitors are needed
 - Kevin will help push it along

Things for the future (5 min)

- Program and badges - Lindsay (lindsayo)
- T-shirts - Ken Woodworth (kenwoodworth)
 - Vendor has changed each year
- Stickers - Bryon Urbanec (b-ry)
 - New Media guy - will help out.

Things at the event (5 min)

- Registration booth - Alex Sartan, John (jcfiala) Hayley Roush (misshayley), Karyn, Justin - we need two more folks. Early registration on Friday.
- Powerstrip and extension cord provider - Gregg (greggmarshall) - sitting in the storage shed
- Set up / break down (power strips, tables, signage, etc.) - Brandon (crazysix), Ryan McVeigh(rmcveigh), Ryan Blyth (ryanblyth) Justin Luke (justinluke) - Volunteer Wranglers to sort out.
- Audio Video - DA has offered to send. And offered to send Holly.

Task List (15 min)

<https://drupal.org/project/issues/dcco>

Are we missing any critical pieces between the task list and the Roles list?

Next Steps (30 min)

Adjourn (5 min)