

2018-08-02 General Status Meeting

MEETING MINUTES

Team Attending • Surabhi • Baddý • Meike • Tsega • Navneet • Tanisha • Janne • Andriy • KenM • Floris • Heena • Kimi • Gábor • Mauricio Excused • Billy • Lars • ChanddeepKhosa	MEETING MINUTES Team Previous meeting minutes Action points (last meeting) Agenda + Action points General info + Links Identifying in JITS!

Previous meeting minutes

[2018-07-26 General Meeting Minutes](#)

Action points (last meeting)

- ~~• Core team to check “featured” suggestions + approve - blocked by trading process~~
 - ~~• Still need to be marked featured on the website.~~
- Venue report - BADDÝ, MEIKE
- Send invitation to buy a ticket with discount code to all sponsors (idea from Andri)
 - Current creating email to all sponsors, will include there
- Create a discount codes - DONE
- Program: speaker confirmation batch 2 will be sent out soon - DONE

Agenda + Action points

- Announcements
 - Sessions have been approved (~ 190 out of ~ 450)
 - Credits/attribution (community project = non-code contributions) on Drupal.org
<https://www.drupal.org/project/drupaleurope>
- Venue
 - Visited Darmstadtium with an international delegation of 5
 - Finalizing the room plan this week
 - Will have a map of each level to find rooms/areas
- Website
 - Done
 - Track page session (thx Gabor)
 - QA
 - Session flagging functionality on develop
 - Twitter cards
 - In progress
 - Schedule almost done Lars will finish that on WE
 - Kimi willing to join the editors team
 - Trainings page published <https://www.drupaleurope.org/program/trainings>
 - TO DO Add call to action link to front page for Trainings - DONE
- Sponsors
 - Open Web Lounge - Google and Automattic
- Tickets
 - Free tickets
 - Orga team
 - Speakers
 - Sponsors (according to contract)
 - Discounts
 - Volunteers
 - Track Chairs
 - Contribution Ticket - 100 EUR
 - Open Web Lounge Ticket - 100 EUR
 - TO DO: finish + publish the webform
 - Are tickets transferable? - YES (use the link in the ticketshop confirmation mail)
- Program
 - Program team is ready for publication of confirmed sessions (within some hours)
 - Backup sessions being collected (for short-term gaps)
 - Declination mails will be sent out soon
- Trainings
 - 6 Trainings selected, one withdrew. Now we have 5.

- VAT collection.
 - Eventbrite does not allow USA based accounts to collect VAT. Suzanne reported that in Canada if the organization collects less than 30,000 EUR for the year, you are not supposed to charge VAT.
 - Maarten checked with accountant and need to charge own country 21% VAT. - Janne corrected info, check: <https://ti.to/docs/vat>
- Payment for room
 - When will invoices be sent? Maarten requested the invoice to be sent before August 15th.
- Training cancellation if no enough people register
 - Deadline? By August 20
- Room assignment and headcount for catering
 - Deadline? By August 20
 - Special diet? Trainers have asked this information and pass the info to organizers.
- Volunteers
 - Collecting responses for onsite volunteers
 - On boarding the new volunteers
- PR/Communications
 - Next tweet will be about Trainings
 - Hopefully followed by a Program tweet
 - Drupal Europe brand assets resources:
<https://docs.google.com/document/d/1mFTyZtoyadAdHvqFiKvExJDJ0X7NvrsS0z7yxaF4hek/edit?usp=sharing>
- Attendee care
 - No news
- Social Events
 - Event announcements welcome via website (registered users)
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General info + Links

- **Joining the meeting**
 - To join the video meeting, click this link: <https://meet.jit.si/drupal europe>
 - To join by phone, dial a suitable local number (linked below) and enter this PIN: 3121299919#
(France, Germany, Spain, Switzerland, UK ...) phone numbers:
<https://meet.jit.si/static/dialInInfo.html?room=drupal europe>

- **Organizational outline (teams + contacts)**
https://docs.google.com/document/d/1AY_s4ztsfHG1BCUpXNuHecJeYvjXlnBSi4SJrHO-bz8/edit
- **Regular team meetings**
 - Status update meeting on Thursdays 18:00 (CEST) / 17:00 (UK)
 - Web team meeting on Mondays 18:00 (CEST) / 17:00 (UK time) (1 hr earlier now!)
 - Program team meetings on Wednesdays 17:00 CEST
 - Volunteers coordination meeting on Friday 16:00 CEST
- **Ticket sale stats** - sales went up obviously because of Early Bird deadline
 - 397 attendees ordered (27 up)
 - 90 t-shirts (6 up)
 - 13 donations (no new)
 - ~ 169,000 EUR total revenue
 - Voucher conversions:
 DrupalJam 0, Nashville 3, Frontend United 2, Romania 10, Scotland 1, HackCamp 14, Kyiv 1, DDD 18, Sponsor free tickets 11
- **Contract with venue**
 - 30% (51.000 EUR) due on 20.4.2018 - paid
 - 30% (51.000 EUR) due on 20.6.2018 - paid this week
 - 40% (68.000 EUR) due on the 20.8.2018
- **Next Marketing events**
https://docs.google.com/document/d/18M8S_iSL9lxKAhhnmuuIs8Rfn46ikS02xHP3ATYjYbE/edit
 - August 25-26 **FrOSCon St. Augustin, Germany**
- **Program team**
 - Track chairs status:
https://docs.google.com/spreadsheets/d/1vfx2sP3kb2kDLVC_ErPG3HnCMbUTf8mYunx11sdt-pE/edit#gid=0
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- **List with potential sponsors**
https://docs.google.com/spreadsheets/d/1zYq9zrvd-wmIHWfp3e2W_1WJwTfepRndahlDITjqc_0/edit#gid=698034121
 - 2 Diamond
 - 1 Platinum
 - 5 Gold
 - 10 Silver
 - 5 Modules
 - Open Web lounge - Google and Automattic
- **Volunteer management**
 - On-boarding info
https://docs.google.com/document/d/1kAgB0O8YK_DkMDJe1kvgYS3wsTilvNr_uEeGSiFIUgc/edit#
 - Vacation info of volunteers
https://docs.google.com/spreadsheets/d/1pbSGQ85klxeSTtTa_nJWHJ28P7wREgGJKA3dd7aOvLA/edit

- (Draft) DrupalEurope Volunteer Sign Up:
<https://docs.google.com/spreadsheets/d/17Wi1LXQgkfgtx3KsgRygUDxjBnbSMYV9-pA-sY0950/edit>

Identifying in JITSI

- In desktop: click the 3 vertical dots on the bottom right side of the screen (on hover) then you can set your name and <https://gravatar.org> enabled email in the top left
- On the mobile app: after the call, hang up but do not close the app, top left the hamburger menu.