

## Special Events Task Force Meeting Notes

8/19/2019 | 3pm – 5pm

### Items for potential recommendations to Council ([SETF Potential Recommendations Tracker](#))

- Remove number of days as a Tier-determining factor and only use number of attendees
- Change “increase” to “change” in *SEO 4-20-21 A3* ([p. 6](#))
  - Possibly include “temporarily” before “change” to reduce ambiguity

### Meeting Notes

- Discussion of SETF Tier spreadsheet
  - Spreadsheet incomplete, collaborate to finish?
- Discussion regarding subgroup work
  - *Decision*: Collaborate across subgroups and host Tier 1-4 event planners at upcoming SETF meetings to discuss SEO impacts
    - Sept. 16: Tier 1 & Tier 2
    - Oct. 21: Tier 3 & Tier 4
- Discussion regarding event length being a factor in determining tier categories
  - Number of days v. number of attendees as factors – What is necessary? What is problematic?
- Discussion about change of use and change in occupancy limit/load
  - Confusion around phrase: “increase the permanent occupancy limit” in *SEO 4-20-21 A3* ([p. 6](#))
    - ACE staff clarified it means temporarily changing (increasing or decreasing) the permanent occupancy limit of a facility for a particular event