

Board Meeting Agenda (and Notes)

July 19, 2018

Meeting called to order at:	6:59pm
Attendance:	
Board members present:	Grant, Sylvia, James, Cassie B, Luke, Sean, Ken

Treasurer's Report

Member level composition

Current members: 128, includes: 86 Regular; 8 six-month; 10 Student; 10 Seniors; 7 Starving Hackers; 4 family/spouse; 1 Google employee; 1 Premium; 1 non-recurring. Not counting: 2 pending; 2 unpaid keyfob.

Membership Growth

Since the last report, we've added 12 new members and lost 10

New: Brian Bowaster; Sean Cayo; Kimberly Cho; David Geissler; David Haugen; Jay Larson; Will Liederbach; Sam Rahder; Jeremy Schroder; Guy Smith; Walter Stenz; Tracy Tittelbach

Lost: Jon Alling; John Bezouska; Felix Gardner; Myranda Hege; Derek Jakobner; Lydia Poehls; Chad Rogers-Coxhead; Jolyn Sandford; Jon Walton; Kevin Weaver

Member comments (10 minutes)

Dawn - Request we contact shop in Janesville to come look at industrial sewing machine. To provide contact details.

Old business

1. Insurance renewal (5 min)

- a. Action item for this meeting: Our liability insurance was up for renewal and needed to be signed off and paid for
 - i. **Report: Has this happened?** [Sean] Sent in completed paperwork 7/5/18. Waiting for confirmation/approval (there may be an even greater cost increase based on member count). Will pay upon receipt if it's close to the approved range, or inform board (possibly vote), then pay.
 - ii. Luke is pursuing alternative quotes; more information will be reported this evening.
 - iii. Next action: Either sign the current quote or find something better and switch providers.
 - iv. Persons on point: Luke, Sean (paperwork?), Grant
 - v. Luke - 3 separate brokers to provide quotes - unsure we would be able to get better rates.
 1. Check with 'dream bank' from American Family Insurance
 2. Gaelan 'has a guy' who runs his own insurance brokerage. Will provide luke with contact info
 3. DNO coverage? Brokers concerned about this. Quotes requested - inexpensive? Check with old broker to see what it would cost to add to current policy.
 4. If no reasonable quote provided by 26th, move on old policy.
 5. Pursue future for next year

2. Extracting John Eich from prior roles (10 min)

- a. orientation person, Friday night host
 - i. Action item for this meeting: recruit multiple orientation people in addition to John

1. Report: how's this coming along?

Ken and Luke have stepped up to help with orientations; there's also a project starting to streamline and improve the technical parts of new member orientation. Grant would like to see a proper committee set up as part of this project.

2. Next action: Select a committee chair and set them to work.

3. Person on point:

4. Grant reached out to membership to streamline onboarding, committee.

a. Tasks - Ken would like simple system and checklist.

b. Ken to be in charge on this, James, Tim, and Sylvia to be on committee.

b. ~~back up treasurer (access to Xero, bank, treasurer email, and has a debit card)~~,

i. Board discussed limiting access to bank account/treasurer email to current treasurer and president

ii. Action item for this meeting: Sean will start the research/scheduling fandango to get everybody in a room for this to happen

1. **Report: Has this been done?** [Sean] as of 6/29/18, waiting to hear back from UWCU (They will call John to set up appointment)

c. the only FB admin left

i. Katie Daniel offered to start as Bodgery Social Media Coordinator (or title of her choice) after her

ii. Action item for this meeting: make sure Katie is given the proper credentials for the social media accounts

1. **Report: has this been done?**

a. Yes.

iii. Action item for this meeting: Recruit more people from the membership to help with social media

1. **Report: Have we found more people to help with this?**

a. Not as of this writing. Grant encouraged Katie to recruit 1-2 people to help her with social media stuff at events and in other areas of the shop

b. Next action: follow up in a month and see how it's going

c. Person on point: Grant

d. ~~I hold our domains on my webhost, and set up emails/forwarders at those domains.~~

i. Action item for this meeting: set up time to create a domain registration account and transfer domains with John

1. **Report: Has this been done?**

a. Grant scheduled time with John to do this on July 21.

e. the google calendar.

i. Action item for this meeting: identify people that can help with events management, eliminate people not interested in doing that job

1. **Report: Has this been started?**

a. Grant culled folks who had calendar access, but are no longer members.

2. Next actions:

- a. Solicit membership involvement in managing Meetup and the calendar
- b. document the process on the wiki
- c. Person on point:
- d. Grant reaching out to Tony about access to the calendar.

3. Cleaning up changes to standing rules by the board (5 min)

- a. Several changes were made to policies during board meetings. Are they all recorded in the Standing Rules and Orientation sheet?
- b. Perhaps worth asking someone to review past two years' minutes, and make sure?
- c. Action item for this meeting: set up lock on Standing Rules wiki page
 - i. **Report: has this been done?**
 1. No. This appears to be non-trivial. Grant is working on it.
 - ii. Next action: Research ways to lock pages in docuwiki
 1. Look through minutes for info that needs redacting, in addition to looking to changes to Standing Rules. Luke and Cassie B. to help with this.

4. Bylaws Change re: Board Term Extension (5 min)

- a. Action item for this meeting: Grant will add language for this to the Standing Rules
 - i. **Report: has this happened yet?**
 1. No.
 2. Need to be reviewed in order to tighten up
 3. When to do this? Discuss on slack, add to September agenda to review.
 4. Have a lawyer review these.

5. OM Update (15 min)

- a. At last board meeting, John Eich reported that Rabin Worldwide were planning to come to Madison on the week of June 25th to discuss the architect's report and hopefully finalize remaining details that are standing in the way of signing a lease.
 - i. **Report: did this meeting happen, and what were the takeaways?**
 1. It did. The list of renovations Rabin had for building 20 was "too classy" for us (all new ceiling tile, complete repaint, concrete floor polishing, etc.) and John and Grant spent time with Nate Ellis trimming it down to size. We are waiting for a document from him detailing:
 - a. What renovations Rabin will undertake prior to us moving in
 - b. What renovations/improvements we would be responsible for if we sign a lease
 - c. Term of lease
 - d. Monthly rent, rates of increase, etc.
 - e. Confirmation that if Rabin opts to break the lease prior to it expiring that they will pay our moving costs and give us option to lease space elsewhere in Oscar Mayer
 - f. Updated architectural drawings

2. Given that this is likely to contribute to more delays, Grant has reached out to our current landlord, Kathy Gargano, to set up a tour of the “boat place” immediately behind us. Grant and other members toured it yesterday; the layout is roughly similar to ours, with a smaller office space that is subdivided into multiple sections. Kathy wants \$1,600/mo plus \$150 CAM on a 3-year lease. 4% increase per year to keep up with inflation.
3. Takeaways:
 - a. We got too ambitious in announcing a move timeline. Don’t do that anymore. Nothing is certain until the paperwork is in our hand with drying ink on the signature line.
 - b. We’ve now let that ambitious timeline derail general shop improvement; regardless of a planned move, we should dedicate some time to culling unused, unneeded, or unidentified items from the shop.
4. Next actions:
 - a. The board should set some dates for shop improvement in order to help improve morale and make our current space more feasible
 - i. Speak to area captains to see what they need, reorg, etc.
 - b. In addition to continuing with Rabin and assessing the feasibility of expanding at Robertson, the board should reaffirm what it’s looking for in a new home and contact landlords with spaces that might meet those needs.
 - c. Less growth opportunity with leasing building next door - but consider asking for a year one lease as a fall back if OM doesn’t come through.

6. Booth Display - Commissioned Works follow-up (5 min)

- a. Board approved spending funds on commissioning projects from members, to be used in our booth display. Ideas:
 - i. Peter’s Dragon
 - ii. Woodshop item(s)
 - iii. Mark D’s metal sculpture (desktop sized)
 - iv. Crafters have several items they could provide
- b. Action item for this meeting: James will get ‘bids’, and come back to the board for approval on them.
 - i. **Report: has James reached out to anybody and gauged interest? - yes, he will make choices on tasteful commissions.**
- c. Also, Sylvia brought up the need for vertical display, proper item or area signage, etc.
 - i. Action item for this meeting: Backdrop hangers (used in photography), acrylic boxes to be made as stands. James to make boxes based on Sylvia’s request. Dawn to provide info on backdrops.

7. Upcoming fairs (5 min)

- a. Willy St. on Sept 15-16, 2018
 - i. Action item for this meeting: submit paperwork and check to Willy St. Fair
 - 1. **Report: has this happened?** [Sean] Yes. Sent in June 26. Note: Payment was sent via UW Billpay (mailed as a physical check, I think) and has not been cashed as of 7/4/18. Not sure if this merits follow-up.
 - 2. Next action: solicit membership assistance with preparing and staffing the booth - Sylvia to do this.
- b. Milwaukee Maker Faire on Sept 28-30
 - i. Action item: solicit membership assistance and begin planning for booth
 - 1. **Report: has this happened? - Yes, 2 tables worth of space.**
 - a. Grant and Sylvia to solicit help
 - b. Ideally the bogdery-mobile will be ready to drive. Painting truck - Ask for mural painters, we provide paint, they paint it for us. Grant to ask at Mother Fools about painters

8. Community Building (5 minutes)

- a. Takeaways from last meeting:
 - i. Continue to have events that are just fun (provide value to members, don't ask anything from them), with the goal of strengthening the social bonds between us.
 - ii. Hold meetings/events that are area specific (Woodshop, Craft, etc), as members may feel more invested in an area of interest, vs "the whole Bodgery"
 - iii. Organize Show and Tell events?
 - iv. Continue organizing Area Captain meetings
- b. Action items for this meeting:
 - i. Short-term: organize another barbecue like the Memorial Day one, with Bodgery providing main course and members providing sides potluck-style
 - 1. Hold these quarterly in addition to post holiday potlucks, large event potlucks.
 - ii. Short-term: organize another area captain's meeting and schedule more
 - 1. Organize area mixers or demo days
 - 2. Stupid Sewing Machine Tricks
 - 3. Cosplay creation
 - 4. Advertise these events - invite press
 - iii. Longer term:
 - 1. continue identifying areas for building community and encourage these to happen
 - a. Large demo days with media invites, speak to WORT about going onto Community Night.
 - 2. Find members who can help foster events like these and encourage their leadership - Grant will set up next potluck, ask area captains to meet with board to discuss area demos, then progress to larger demo day. Grant will try to organize area captains meeting
 - iv. **Report: Have these happened?**

New business

1. Proposal for Bodgery Hackathon (10 minutes)

- a. Grant would like to organize a hackathon for the purposes of improving the Bodgery's internal tech infrastructure
 - i. Project ideas:
 - 1. Digital member board that pulls photos/names directly from WA
 - 2. Improvements to sign-in system with a focus on ease of use, touchscreen optimization, and ADA accessibility
 - 3. Meet-up/Google Calendar/WA event synchronization
 - 4. Set up RFID-based lock-out/tag-out system for red-tagged tools
 - 5. Improvements to dust collection (e.g., "derp-proofing", or tying system power to blast gate status)
 - 6. Improvements/refactoring of member sign-up and removal workflows
 - 7. Improvements to Doorbot
 - 8. Set up SSO using WA/ADFS/something that allows members to use a WA account for logging into:
 - a. Slack
 - b. Wiki
 - c. Other services as necessary
 - ii. Caroline Hardin has organized several hackathons on the UW campus and has agreed to help in organizing one for the Bodgery
 - iii. Proposed scheduling: late November to early/mid December 2018
 - iv. Action items for next meeting:
 - 1. Start Hackathon channel on Slack to gather people to participate.
 - 2. Grant to speak to Caroline about this.

2. Discussion: Perform an Audit of Bodgery's finances (10 minutes)

- a. This was discussed at June meeting
- b. Idea is to get an independent picture of Bodgery's finances
- c. Options:
 - i. Find two or more Bodgery members (not on the board) who are familiar with accounting practices and procedures, ask them to review our books, and then have them sit down with Sean to answer any questions
 - 1. Members would then present a report to the board with their findings
 - ii. Hire a CPA to review our books and sit down with Sean to answer any questions
 - 1. CPA would then present a report to the board with their findings
- d. Thoughts:
 - i. Hire a CPA every n years, then have members fill in between
 - ii. Find companies that do audits for nonprofits.
 - iii. We want a review versus an audit.
 - iv. We could have members perform this, or we can hire a CPA to do this?
Poll membership for individuals who have experience in this area.

v.

- e. Action items for next meeting: Ken to check with CPAs locally, Grant to check with business school.

3. Update to membership criteria (codifying) (10 minutes)

- a. We've been signing people up 'on best judgement' for memberships. This has worked so far, but we should codify a process to verify certain things lest we get taken advantage of.
- b. The below table is currently what is known, and will be edited to a state suitable for voting on.

Tier	Price /Month	Reason	Requirements	Process
Member	\$50	Base membership	Must be at least 16 with own transportation, minors can not host other minors.	No special requirements, just verify someone is over 16 when onboarding.
Starving hacker	\$25	We want our community to be worth it. Good people deserve help.	Must qualify for SNAP benefits After 6 months, it must be renewed.	They must show their SNAP letter or EBT by time of onboarding OR Approval by board
Senior	\$25	A thank you for those who share their knowledge.	Must be ≥ 65 Years old.	Verified by onboarder
Family/Spouse	(first after primary member) +\$25	Get the whole family into it.	Either a spouse, domestic partner, (non gender-specific) or a Federal Tax-Dependent	'payments for both memberships comes from a single account
Student	\$25	Books aren't cheap	Must be an actively enrolled full-time student	must provide list of classes proving full time status with minimum of 12 credit

				hours from most recent semester. Proof is to be provided in 3rd quarter of the year. Must be provided yearly.
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Board votes:

- Member level
 - motion to accept whole definition: 7 for to leave as is, approved.
- Starving level
 - Motion to strike the 2h/m work, 6 for, 1 abstain. Approved
 - Motion to strike the 6 month renewal on status: no second. Does not carry.
 - Motion to strike the 1 time renewal: 7 for, approved.
 - Motion to add 'or' to EBT OR approval by board: 7 for, accepted

Senior

- Motion to introduce language for process: 'verified by onboarder, 7 for, accepted

family/spouse:

- Motion to introduce language to 'requirements' column "domestic partner": 7 for, approved
- Motion to introduce approve 'requirements' column as written: 7 for, approved
- Motion to introduce language to process 'payments for both memberships comes from a single account ", 7 for, approved.
- Motion to approve definition in full: 7 for, approved

Student:

- Motion to introduce language to 'process' "must provide list of classes proving full time status with minimum of 12 credit hours from most recent semester. Proof is to be provided in 3rd quarter of the year. Must be provided yearly." : 7 for, approved.

Further Discounts:

6 -month bulk discount: Discount of 5% off of membership rate.

12-month bulk discount: Discount of 10% off of membership rate.

Motion to add language "this only applies to full rate member" 7 for, approved.

Other fees

Handling fee: any membership payment not collected via PayPal or UWCU Transfer will incur a \$3 handling fee for collection, deposit, and tracking.

4. Mission statement, goals, and long-term vision (5 minutes)

- a. Before we adjourn, I want to plant a seed in the heads of both the board and the membership at large. We are at a point as an organization where we have the potential to drive very large goals and make a large impact in the community at

large; however, we haven't yet realized that potential (or thought very much about it.) To that end, I want to think about how we should answer the following questions and discuss it in the August meeting:

- i. What is the Bodgery? Why are we here, and what are we doing?
- ii. What are our 3 most important goals in the next year?
- iii. What are our 3 most important goals in the next 5 years?
- iv. What are our 3 most important goals in the next 20 years?

Meeting adjourned at: 2127