

Board Meeting Agenda (and Notes)

July 15, 2021 and July 21, 2021

Meeting called to order at:	1905 July 15, 2021/
Board members present:	(7/15) Cassie Brown, Mark Pickhard , John Eich, Barret Elward, Jack Ryan, James Pittman, Mary Beall (7/21) John Eich, Cassie Brown, Barret Elward, Jack Ryan, Mary Beall, James Pittman, Mark Pickhard
Others present:	(7/15)Timm Murray, Randy Nelson, Jay Larson, Ken Bice, Martha Downs, Sylvia Lieteau, Kevin Stone, Steve Howe, Ron Fleckman, Bob Meyer, Jay Larson (at 7:35pm). (7/21)David Giroux, Steve Howe, Drew Fair, Bob Meyer

Treasurer's Report

---> All members are welcome to full details from the Treasurer's Report - join us for a monthly board meeting!

Treasurer's Report: Board approves after discussion on various items.

Member Levels

As of July 14, 2021, membership is 382. This is up 26% from the January membership level of 302. A conservative estimate for future growth is 450 before the end of the year.

Financial Snapshot as of June 30, 2021

Treasurer Notes:

Thanks to Sylvia for doing this last Treasurer's Report! I (John) will be ready to create this for the next meeting.

Apologies for any delays or inconvenience with the new treasurer. Starting to get a handle on things, but probably more questions will arise.

After learning more about the current system, I believe it would be awkward to split the Treasurer's duties between "Member Payments" and "Bookkeeping", so JE will be doing that all moving forward. If I can find tasks within the job that could be easily shifted to another, I'll reach out to Mark P, and thanks for his generous offer of assistance! And to Jay L for his help as Studio Manager! :-)

Studio Update

- 17+ studios were leased for \$2175 as of July 1

- Actual cash received in June was different due to 6 month pre-payments and payment dates.
- 15 people are currently on the waitlist for studios
- We have been exploring how to streamline the payment process and standardize some of the contract language
- Message Jay on Slack, or the email if interested.

Finances Discussion

- Glass line under Area Funds was a mistake and money that should have gone to the shop as it's cut of classes taught.
- Individual or business Contributions are use fees from each area
- Insurance cost is for one year (July 28, 2021- July 27, 2021)
 - We will have an inspection for the insurance policy as part of the policy
- October 2020 insurance payment? Sylvia will look into this
 - Was this ENO (board insurance) insurance? Possibly not
 - During meeting, Sylvia looked back at Xero and noted no insurance payment from October.
 - Posted in Board Advisors channel on July 16, 2021 - "We paid D&O insurance in September 2020."
- Mark - Cash Flow monthly model
 - Projections on cashflow with annex, all areas funded.
 - We will be okay with no studios, but very limited funds
 - We need studio rentals to be comfortable
 - Can we build into the budget large cost items?
 - Common Area Supplies and Misc expenses needs to be adjusted on past expenditures.
 - Are we being complete on our forecast in terms of how we could be investing?
 - Should we be saving for Bodgery 4.0? - Spend that money elsewhere?
 - Need a line item for normal wear and tear on equipment so we can take care of this
 - This comes from area budgets
 - ACs charge fees for items that have specific needs like the laser tube, this is to save for the cost of repair.
 - CNC generates a large amount of money in usage fees, James plans to earmark enough to replace at least two tubes and petition board for transferring money to general CNC fund to purchase more equipment.
 - The discussion about appropriate budgeting amounts for future needs (like our next location) would work well as a subcommittee, which could make recommendations to the board at a future meeting. **John to organize it this meeting**

Member Input and Discussion (15 minutes)

- Timm Murray - Doorbot has rewritten the entire backend in Python in the interest of getting more people interested in helping with this. Should be the same setup for people doing orientation.
- Randy Nelson, Metal AC Co-Cap - He brought in his own saw in 2016, dry cut saw. It has seen serious use and has been deemed ineffective and unable to hold material. Randy has removed this. This needs replacing. Of the understanding that members should fund a new machine like this rather than pulling from the budget.
 - Crowdfund from shop - Ken
 - James - This is something the organization could also make a contribution to.
 - Barrett - expressed similar sentiment as James
 - Cost roughly \$500
 - Kevin - Counterpoint - Horizontal band saw in Machining has been out of commission for several months. Concern that relying on member contributions will mean certain things get repaired/replaced sooner. Reiterates the need for a line item in the budget for wear/tear savings.
 - Barrett - volunteer effort in an area can impact how quickly things get repaired, advocated for spending to address these items. General bodge fund for repairs to help alleviate this.
 - Mary - What is typical Board protocol for asking the Board for money
 - Asked AC to put together a written proposal with name, cost with S&H. Crowdfunding and will board pay up to XX%. If funding goes past this, it decreases the cost the Board approves to spend.
 - John - does believe that organizational funding should be used for repairing and replacing items.
 - Mark - What condition is the area budget in? If it is full and flush with cash, why not use that money?
 - Randy wants to know if he should start crowdfunding with Board matching?
 - Ron - What is the fund in Metalshop used for?
 - Filters in fume extractor (\$\$\$\$), welding wire, gas, consumables
 - Ron - any reason not to use any of that money? Why isn't this an organizational expense?
 - James - asking for member donations allows us to gauge interest in that machine/tool
 - John reiterates this concept
 - Ron - Board matching funds is the members matching their own funds
 - Mary says one is optional (member funding) verses matching from organization funds is not-optional spending of member money.
 - Barrett - Some areas raise funds via operational cost/consumable cost and some do not. There is a disconnect on how we wind up funding things.

- Mary - two avenues to replacing this item. Up to AC on which is the best path to go through and consult the Board as needed.
- Bob - CNC router (wood and light metal) up for sale, James directed to Slack to review this.. Does it look like something Bodgery wants to pursue, and if so then appoint for a point person to check this item out and make bids on item.
 - Steve Howe - Drew Fair has been in contact with person selling it and is already planning on going to view the item. Suggest agreement on pursuing this.
 - James wants to spend \$15,000 on it.
 - Mark - who is going to take point on this?
 - Steve - which area gets it? James - this machine straddles areas due to overlap of use. Machining may be more appropriate for upkeep of tools, etc. Kevin - appears to be a wood tool. Bob (WS AC) does not want it to be considered a WS tool due to the technical nature of its use. Has higher training need which makes it more appropriate for CNC
 - Steve will be point person to organize people on Slack to address this item. Bob - Max cost to consider? James says this will depend on the condition of the equipment.

Priority Business

Board Elections

- Board pared down to 7 members, elections held, new board has started their term. The new board members, and their positions, are:
 - President: Mary Beall
 - Operations Manager: Jack Ryan
 - Secretary: Cassie Brown
 - Treasurer: John Eich
 - Directors at Large: Barret Elward, James Pittman, Mark Pickhard
 - Studio Coordinator*: Jay Larson
- Motion to accept Board positions and ad hoc positions. John E moves to certify that the new board was duly elected and they have chosen their new officers, and to accept this slate as written above. Jack seconds.
 - No discussion. Votes 7 ayes, 0 nos
- Would the 8th (Alex Mahnke) person who ran like to perform an ad-hoc position? (Suggested in the last meeting)
 - Jack spoke with that individual, and he would prefer to support the organization in the background than to work from a title. Jack will check with Alex to see if he wants to be in the BA channel
- Suggestion: establish process/routine to review/renew discounted memberships.
 - Tabled for now

- Resolution to transfer signatory authority to new President and Treasurers (requires written and signed documentation)
 - The outgoing President and/or Treasurer, President-elect, and Treasurer-elect must take the signed corporate resolution and a copy of the meeting minutes from the meeting at which the resolution was passed to any and all institutions at which the Bodgery maintains accounts in order to complete the transfer of signatory authority.
 - James and Mary will coordinate this
 - So it is said, so it shall be done.

Board Communication

- “Ask The Board” channel was created on slack in response to the request for more transparency, accountability and communication with the membership.
 - Is this what memberships wanted? Is it functioning as intended?
 - Ron - suggestion to open Board channel to general membership so members could see what was going on in the Board channel, but not give input.
 - Mary - privacy concerns with an open board channel.
 - Mark does not know if our Slack account has the option to create another channel similar to how Announcements operates, which is how an open Board channel would be ran. If no one can figure out how to do it in Slack, then we cannot do it
 - John - possible method. Ask the Board channel, or in announcements to have a bi-weekly recap of board communication/chatter. Does not have to be exhaustive, but allows members to see that things are being done. Would be cleaner than having full board chat as a public thing.
 - Barrett and Jack seconds this. Barrett is willing to help out on this.
 - Mary suggests a rotation of Board members to handle this.
 - James moves that we set up a rotation among the board to post bi-weekly synopsis of events taking place in the Announcements channel.
 - Barrett seconds this and offers to take the first rotation. 7 ayes, 0 nos
- If we're interested in looking at ticketing systems, Sarah could create a mock-Zendesk site, as she works at Zendesk and has access to trial accounts (only to be used for trialing, not forever) - **Has this been done?**
 - Zendesk has an option for non-profits, something we could look at
- A Kanban Board could be created so that tasks don't get overlooked
 - Previously used Trello (app/online) and clean-room window with cards

- Jack provided a link to Slack integrations to explore. Link here for Board to review <https://www.atlassian.com/blog/help/the-best-ticketing-system-integrations-for-slack>. Jack will explore these and report back.

Opening to Guests and Open Shop

- Current Covid numbers for county and state? Dane County: 69.4% received at least one vaccine dose.
- Guest policy is now unrestricted, classes can happen again, though teachers have discretion to implement limits, masking, etc.
- Restart open shop nights?
 - James - In order to be nice to the WS, maybe a two stage process. Open up for tours and people have to RSVP to do this. One tour each night allows us to ease in and get a feel for traffic.
 - Second step - after a few weeks, once we know what traffic looks like, open up to just green tools.
 - Jack wanted to know if we have explored other nights to hold these events. We traditionally did these on Monday and Friday nights, with Fridays being the busier.
 - Mary - not sure she trust honor system for non-members. Would like to ask for proof of vaccination or wear a mask. James says he will be wearing masks with tours anyway. Also helps keep cold numbers down. Just ask for masks for tours
 - Barrett does not want non-members to use stationary tools. They need to staff carefully when allowing non-members in to use green tools
 - We will need to order more masks TODO: Jack
 - Announcement on tours on our website. Need to drop new policy on all platforms where we advertise or have a presence.
 - Timing - Next Friday start this
 - We need to think of how to staff areas whenever we open up to green tools usage. Potentially have a liaison for a group of visitors.
 - Ken - could we ask them to wear name tags so we know who is a member and who is not.
 - Ron - now is a good time to practice this and get our act together approaching a grand opening for annex.
 - Next Friday, rolling tours every 30 minutes
 - Motion - James moves to open up shop on Fridays, starting Friday 7/23/21 from 1900-2100 for unscheduled tours only, no tool use and all guests will be required to wear a mask. Passes 7 ayes, 0 nos
 - Barret seconded. Discussion to amend to include masks for guest. Name tags left up to tour guides.

Annex Expansion - pulled straight from board handover doc

- Step 1 - Decide on footprint of Woodshop.
- Step 2: Determine if the divider wall will be built prior to move. If a wall is to be constructed, acquire a bid to move sprinkler heads. Design and estimate cost of divider wall.
- Step 3: Determine what areas will be located in the annex.
- Step 4: Instruct Area Captains to lay out their areas. Once equipment locations are determined, acquire electrical bids. Determine if type of dust collection in woodshop will change and if there is a need for dust collection in the expanded woodshop area. This may be needed as part of electrical bid and if HVAC would be affected.
- Step 5: Draw final layout plan. I would recommend creating an electrical scope of work document for bidding.
- I would strongly recommend a schedule of all tasks with critical completion dates including the anticipated equipment move dates and operating occupancy of the annex. I believe it would be helpful if the members were informed of the timeline and assist with members signing up to help with the expansion.

- **Action Item** - Schedule community meetings to gather input and make plans. Will need several with stated purpose and individuals that keep members to focus on that purpose.
- Shop Improvement Days to prepare for expansion? Also useful ahead of insurance inspection and Make 48.
 - Dates - Should get one in next three weeks and another one after that.
 - James moves we have a Shop improvement day on 7/24/21 1100-1500. Seconded. 7 ayes, 0 nos
 - We need to feed people. Order pizza and ask people to bring side dishes. Budget for 15-30 people: \$100 approved by Mary to feed people for Shop Improvement Day
 - In order to keep volunteers busy, let's seek input on tasks on slack, in #general, as well as asking the Area Captains in their channel
 - John motions we allocate \$200 for food budget for Shop Improvement budget. Seconded 7 ayes and 0 nos

Make48 Update

- Casting call occurred 6/19, competition occurs 8/12-8/14
- What areas are they using for the actual event?
 - Theoretically, any/all of them
 - Do the area captains know about this?
 - James will reach out to them via AC channel
- Are they using their own raw materials or are they going to be using our scraps?
 - Seems like there is going to be a Home Depot run
- Promotional material to post around the shop?
 - They've sent it to us and are in poster formats
- Barrett question - Is lawn games the theme? It is "outdoor fun" and on day of competition, teams receive a more specific theme. WS will not be closed to members. Teams will not use WS, the tool techs will use it for them and these people have been checked off on our equipmentment.
- John - they will likely use assembly tables.
- Jack is part of a team. He can share more info in AC channel so ACs are aware of the itinerary.

Info here: [Participant Information](#)

- We are likely not allowed to take our own images for social media. Make 48 will be taking tons of photos.


- Did we get an insurance quote on this? James will look into this Sylvia via Slack “I never received anything back from Baer about the requested Make48 insurance.”

Motion to have a second board meeting to cover remaining items of agenda, next Wednesday at 1900 7/21/21. Seconded. Discussion - Mark says the President can ask for unanimous consent, and a second board meeting is scheduled to start from Door Bots next week.

James moves to adjourn the meeting at 2119. Seconded and passed 7 ayes, 0 nos

Jul 21, 2021 Meeting

Door Bots

- Previous board recommendations: [Door Bot 2021](#)
- Updated Proposal:  [Bodgery-Last Lock Proposal_ 7.18.pdf](#)
 - Secure backdoor and allow members access using their fob on Doorbot 2.0
 - Discussion
 - A description of the technical specs, and a mention that LastLock has built this for the UW Makerspace as well. As a centralized system, there is a benefit of lower cost (only one brain) and ease of adding new entry points (only takes an extra wire/door strike).
 - Mary - Proposal cost listed as \$86 - covers building materials
 - John - LastLock willing to allow us to use this indefinitely without pulling IP away from us, support provided while LastLock are working from Bodgery
 - Jack - They are interested in helping the shop on access control and have the opportunity to test their product.
 - Mary - f/u questions regarding license to use this and if LL would provide formal licence to use this? (Non transferable but irrevocable.) LL would provide the design files to us, so that we could modify it in the future if needed.
 - Jack - They want to pilot on the back door first, and once this happens, then we can formalize something. System is not complex, so it would be easy for someone with a similar background to take over maintenance.
- Action?
 - Board vote via slack to “Approve with the board moving forward to negotiate a contract for using LastLock on the back door?”

- Board vote to approve proposal for phase 1 (Backdoor fob access)
- LastLock needs access to Bodgery tag numbers to add to the back door.
- John moves that we proceed to Phase 1 of LL proposal, Barret seconds; 6 ayes, 0 nos, Jack abstained from vote
- Jack to coordinate with Timm to obtain info to update the system.
- Mark - what's the schedule/plan for integrating this database with the Bodgery's live member database.
- James - He and Timm did troubleshooting yesterday. Trouble on front door is in the wiring on the doorframe. There were some questions about what they found. Mark, Jack, James, and John discussed it and offered to work further on it (along with Timm M).

David Giroux portrait proposal

- Proposal was emailed to board earlier today: [W](#) David G. Bodgery Proposal.docx
- Link to images <https://davegiroux.com/2021/07/bodgery-portraits>
- David really enjoyed taking the photos, and liked what came of the sessions.
- Cost for 24 12 x 18 ~ \$940, if he gets them this week, cost will be less 20%. Print is called a standout, ¾ inch rigid foam, pre-drilled for hanging or can be hung with velcro strips.
- Looking to advance the Bodgery's mission, improves the appearance of the shop, helps members feel valued.
- Discussion
 - Mark - not in favor due to cost and he is unsure how the shop will look with the pictures scattered about the shop. Images are very good,
 - John - Previous discussion of member project display. Highlighting some members with projects, photos, and description of project would fit that. The size of the photo, while looking good, seems like a lot. A smaller size would work better. Cost potentially prohibitive due to upcoming and potential expenditures. This project is coming at a bad time
 - Mark could support a smaller display or even a digital display.
 - David - suggested a larger size d/t suggestion of scattering photos around the shop, a smaller size would get lost among the rest of the shop. As an exhibit, it would work well to help with self guided tours, to let people discover more about the shop and the people who use it.
 - Mary - we are receiving a donation of a TV. What is going to be the use of that TV?
 - Jack - No dedicated use, Jack foresaw using it to display a rotating collage of images of projects from the shop.
 - James - That TV is designed for digital signage.

- Mary - Does the rights to use images extend to a digital display?
 - David - yes
 - Mark - Thank you David, great project.
 - John - If this proposal does not move forward at this time, that doesn't mean it shouldn't in the future. The offer of David's art being gifted to the shop is a valuable and important gift. Loves the idea of the space becoming more art filled.
 - David - Think about creating a gallery space, - this would make a great presentation and would cost no more than what he proposed. A rotating display or space would allow for more projects.
 - John - Having representations of diverse membership is good
 - Mary - To move forward with this is to move forward with a proposal to display these digitally.
 - David - No money involved, so no need for vote, he will give us digital images and we can turn those into a display.
 - Mary - Thank you David, please bring this to our attention again when we have funds to make this a physical reality.

CNC Router Revisited - Steve Howe

- The machine looks to be in very good condition and includes all hardware and software necessary to operate the machine.
- They estimate that the winning bid will be in the \$5,000 to \$8,000 range. Current bid is \$3,250 (Jul-20-2021 5:18pm). Additional buyers fee at this level of bid is 10%.. Re-registration fee of \$500 additional cost.
- The auction closes Friday, 23 July at 10:00 AM. The decision needed from the board before the auction closes is what maximum bid value are they comfortable with.
- Additional costs could/would be: transportation, re-registration fee with Techno CNC Systems (quote pending), Aspire design/machining software (maker space quote pending), a basic set of cutters to get started.
- Both Drew and Steve feel that this machine would make an excellent addition to the capabilities of the Bodgery and is worth going after. Welded steel tubing, pockets on either end for forklift access, in good condition, has sat unused for 4-5 years.
- Auction ends at 1000 Friday morning
- Ultimate cost is unknown d/t this being an auction. Board will have to come up with a number we feel comfortable with. Max bid will need \$2000 in extra cost tacked on.
- CNC Router Numbers: ■ CNC Router Updated Numbers-01.pdf
- Drew - Biggest concern is to insure it was robust enough and was able to be moved in, turned on, and operable for us. This machine fits that criteria. Potential for additional purchases to enhance this.

- Steve - Drew got a quote for a standalone dust system. Does the shop have enough excess capacity to serve as a dust collection for this? Or should we consider a stand alone.
 - Bob says think about standalone since they are thinking of downsizing their large one to a series of smaller one due to noise. Being able to re-route the existing one to this machine would be excessive.
 - Barret - The overlap, the dust collection needs to be uninterrupted due to potential for overloading dust collection. The price quotes on the stand alone is a good price. Second the need for a second dust collection. Makes sense to house this in expanded WS area, but have separate dust collection for it.
 - James - Do not discount the amount of aluminum and steel it will see.
 - Steve is unsure drive motors could handle steel.
 - What is James' take on this item? This is more robust than an Avid CNC system (prosumer level of product). This tool falls in line with the \$14,000 range of other CNCs. If it were newer, it would cost more.
 - Steve- This is likely 10-12 years old. James - the age makes him the most leery, and how long it sat. Steve - It sat for 5 years prior to use, but it has been in use since then. James - This makes him feel better about the machine. If it starts to run up to \$8-\$10, then it's hitting the range where we could buy a newer one ourselves, which would eliminate some of the extra fees.
- Questions -
 - Barrett - Is the plan for operation that it will be a pay for use item? Would pay for itself over time, minus maintenance. Could this be a loan from CNC. Steve feels this should be a pay for use.
 - John - One way we can build in capacity for fixing things is by building in these cost. Having a use fee makes sense here. Due to complexity of use, it will likely be mis-used and need repair
 - Bob Meyer via chat - Were you able to see it run? - Yes.
 - Mark - Impressed by build quality. It may be old, but it looks solid.
 - James - How did the ball screws look? Steve - It didn't look that bad to them. Long axis ball screw did show some wear, the other two not visible. Drew made a report of his findings, and in that he said they had minimal wear.
 - John started a motion to approve funding for this. Asked about using CNC funds for it, and James replied that he'd prefer to get member input on that.
 - Mary - Where would these funds be coming from? Board voted for CRAFT.
 - James - \$10k in laser fund, thinks we could leave \$3 in there, which would cover us for new tubes.
 - James - could only crowdfund this after the fact. Mark - could crowdfund for software and other accessories.
 - James - One places where the shop should not be supplying a lot of extra for this, due to wear and tear. If people want more, then they have to provide them.
 - Motion - We try to get \$2000 funding from members via crowdfunding. Set \$8000 max bid without buyers fee Rough estimate of \$10k total cost to the shop and we try to recoup.

- Jack - Can split cost between various areas that would utilize this machine.
- James - The idea of crowdfunding should be a thing here, but you are couching it in the wrong terms. We should say the Bodgery is paying for the machine and getting it into the shop. Teh Crowdfunding will go to getting it up and running, fees, dust collection.
- Barret - We will be over \$10k pretty quickly if we set a max of \$8k.
- Mark - Good to know the extra cost up front.
- John motions that the Board approve a maximum bid of \$9,500 from general fund and this will cover bid cost and users fee, with recognition that there will be other cost involved, and these cost may be crowdfunded. Seconded. 7 ayes, 9 nos, passes
- James notes that a CNC router has been on the top of the list for wanted machinery, so that allows us to bypass membership vote on over \$1k cost.
- Jay wants it detailed out how the breakdown of the funding is broken down.
 - Bob - WS would want to pitch in to this.
 - John - Nice to start with general funds, then go to member areas to see what they can contribute what they think they are able to.
 - James - In addition to getting it in the door (\$8k bid, \$800 user fee, up to \$700 moving fee), there will be funds required for re-licensing of the software, cutting tools, separate dust collection, etc. John suggests that would be a good amount for crowd funding.
 - Steve requested something in writing of what was approved. John will send this to him.

Usage of Outdoor Spaces

- Review requirements of landlord for usage of outdoor space (see Exhibit C of Lease, available here: <https://drive.google.com/file/d/1iBCZBwViKcQHaoSMPXhpTHHXCwuU7KP7/view?usp=sharing>)
- Discuss usage of outdoor space--prior issues, concerns, opportunities
- Suggestion: with prior permission of the board, members may keep a project outside behind the shop in our parking places only; maximum time is one week, and while being kept there things must be cleaned up and tucked into or onto the item when the member leaves, and it must look “reasonably un-trashy” at all times; if project stays longer than 7 days it can be towed at the member’s expense.
- Email from landlord today, complaining about items stored back there, paint on the ground. What is our plan of actions and what is our policy going to become regarding activities and items left there.
- Lease does not provide much guidance. James - Lease on gives us access to parking spaces back there. We do not lease that space.
- Barret - How much parking do we have, is that stated? Maybe not overnight parking, many people do come in and work odd hours. Maybe people who convert camper-vans, do work at night. Should we set work hours back there?

- James - Landlords do not care about us bring back there working on projects, just not engine work that may result in spills. We do have a policy regarding the entire space, which is leave it better than you left it.
- Mark - People should know better, that is the official policy. We need security cameras back there to enforce it.
- Mary - Signage needed back there to remind people. List places where people can find items to lay down when painting.
- James - What can you leave back there, the true answer is nothing. If something is back there for a day, no one will care much, but items left out there for longer becomes a problem.
- John - If items left back there wind up in the dumpster, oh well.
- Mary - Goal is to put signage up for painting, list of things to use, and there becomes no overnight storage. People can ask for exception or bring the time inside.
- John - Past boards allowed for parking permits in bad when working on things, for up to a week. Have to have prior permission or items gets tossed. Things there must be cleaned up, tucked into, or contained in the item left there. If the item extended the week term - it could be towed at member's expense.
- James - Thought we did have a rule against campers being left back there overnight? If it has wheels, it can be moved so it doesn't stay overnight.
- Jack - Pile of lumber with blue tarp for weeks, does he have permission to move it into SuiteD.
 - Barret - Donation from a member that people are planning on using for benches and expansion. That is parked out there b/c we did not have access to Suite D when it was donated.
 - Jack - On Shop Improvement day, we move it into Suite D
- John - If people see the one thing that has been approved, others may assume rights to leave items. Place a warning that items left behind may be disposed of. Allows the board to make different decisions.
- Mary - Parking permit route makes sense that John proposed above. Hard rule - people cannot sleep back there.
- John - Anything in the back needs a parking permit, allows the board to pick and choose. Anything without a valid parking permit can be thrown away.
- Mark - By parking permit, do we mean ones people fill out themselves or board approved.
 - John - Board approved
- James - How will this happen?
- Cassie - Email from member to board email. Or ask the board channel, provide a picture of the project, we have a generic form we email back following discussion.
- Mark - Do we need a paper on it?
- Jack - Organizational nut - he created an inventory spreadsheet, which could track this.

- John - works well so long as we have someone viewing the space every day.
- Barret - is the amount of stuff back there that bad?
- Jack - Inventory created to avoid the disorganization that could come with expansion.
- James - Problem is that stuff appears back there and hangs around way too long. People also place items future and future away from the shop, closer to Suite D. Same people are offenders.
- Jack - put up a warning sign so he can dispose of left behind items.
- James - Items are large and heavy.
- John - Larger items may wind up becoming a removal fee for responsible members.
- Mary - Jack is taking lead, actively monitoring these items, members will learn the hard way once their left behind items get tossed.
- James - Feels landlord may be tired of previous agreement due to the mess that has evolved and we need to come up with better policy.
- Mary - Policy will be Don't paint on concrete, if you will leave anything back there, or work on it more than a week, you need to contact the board via various methods, to seek approval. Jack will monitor and record these approvals. Anything not approved, we toss. Listen for feedback from the landlord, and adjust as we go.
- Jack - motion to create official policy in order for items to be left in the back parking lot of the Bodgery, with board approved project parking, otherwise material left in the back can be disposed of by board members. Anything that doesn't have board approval on a parking permit, can be removed/destroyed. 6 ayes, 1 no, motion carries.

Annex Expansion Plan

Cassie - We need to set up member meetings on the Woodshop expansion asap.

John - it's been a lot of public discussion, and there's been a clear favorite in the models: Truss 17. Can we just vote and get this done so we can move on?

Barret- Can we decide this as the board? James - Yes we can, but if we should is another question - that topic can be debated.

Jack has talked to many area captains, many of which are okay with this. James - Agrees, but be prepared for blowback.

John - We need to move forward, so we can start to plan the expansion for all the other areas. It's been discussed at several board meetings, there's a video explaining the options (that was announced), and there's been discussion on the #expansion slack channel. Now that we have solid dates for completion of the landlord's work on the Annex, the clock is ticking. Time to make a decision and move forward. Direct all pushback at John over this motion.

John made a motion that the Woodshop can expand up to Truss 17. Barret seconds it. 7 ayes, 0 nos, motion carries.

Discussion regarding Member Discipline

- Member #1 will be given a board-issued first strike for not meeting his clean up deadline, and replying rudely when originally called on it.
 - Motion made by John to issue a first strike, seconded by James, and approved unanimously.
- Member #2, unconfirmed whether the board has been successful in notifying him of their action (email bounced, slack message has gone without a response). Mary will contact the family again regarding the action the board took so they can convey it to him. If needed, John offered to also call the member by phone.

Motion to adjourn (and conduct business below over slack) made by the Chair at 2100. Chair has the right to do so, but the weary board was grateful for it.

Other Business/Old Business

- **Outdoor Beautification (Jay)**
 - Creating a shade space to make a nice looking, unbarren front for the Bodgery
 - Small paved area with planters with a raised area to provide shade - canopy off the wall, otherwise some sun umbrellas with leftover canvas from the shop
 - Umbrellas only open when in use - otherwise, closed
 - Solid base to keep them from flying away
 - Triangle sail?
 - Amazon has it for \$30
 - Need to come up with a sketch or render to show the landlord
 - Visualization - sketches to be presented to Rabin is going to be created by Lori
 - Barrett volunteered trees, but if they're small - not a lot of shade provided, in support of trees in the proposal

- **Land Acknowledgement** = making a formal statement that recognizes that the land we're on used to belong to the indigineous peoples of the area and acknowledging America's history of colonization - but we need to back it up - something so it's not an empty statement. Small and simple, show off native artists and pay them for their work, plaque in the building, potential mural by artist, scholarships for indigenou makers
 - Cassie has reached out to GLITC (Great Lakes Inter-Tribal Council), waiting for a response. No update here. Sent reminder email 7/21/21

- **Bike Repair Area**
 - We may already have one or two bike stands?
 - Paul Andrews willing to be co-captain, Jack Ryan other(?)

- **Board Handoff List Items -**
<https://docs.google.com/document/d/1toKRalTC4OiViR-gmQzq4dG55jDF0MrTVKJw2zZUEek/edit>
 - **Studios** - Jay will remain on as Studio manager
 - Review contracts, eliminate loopholes regarding discounts and studios
 - Establish rules on the number of studios a person/business can have access to.
 - **Project parking and assembly area permits** - any action here?
 - **Vending machines and supplies**
 - Who is currently handling this?
 - **Cleaning/disinfection/COVID supplies**
 - Auto deliveries?
 - Kathleen Schlagel expressed interest to Puja in helping with this. Is she still interested?
 - **Cleaning crew from Occupy Madison**
 - Mark and James can update us more
 - **Social Media**
 - Puja will continue this, but is offline till the end of August for exams.
 - Need someone to cover this until then

- **Disciplinary policy and accompanying documentation**

- Past has seen personal conversations that can be disputed by one or both of the involved parties, which makes documentation difficult.
- Current disciplinary policy inadequate and 3 strikes rule never formalized
- **Wiki and web page needs updating**
 - Board meeting notes redacted and updated
- **Street festivals and our presence** - too late for this year? Can we round up volunteers in time?
- **What do we wish to accomplish this next year?**
 - Revisiting old notes:
 - What can I learn/What can I make here
 - Kiosk
 - Large sign
 - Utilize large wall at new space
 - Postings of classes, opportunities, etc
 - Curated You Tube learning list
 - Create our own videos for refreshers
 - Accomplishment page to help with grant writing.
- Roman - He has not cleaned up the area, Mary will issue a strike. John moves that Roman receive first strike for not meeting his clean up time and for replying rudely. Seconded. 7 ayes, 0 nos, motion carries
- Aaron - no additional interaction. Mary received a follow up call from Victim Services, no history of violence. Mary will reach out to Courtney to advise her we have been unable to reach Aaron about cancelled membership. Will ask if there is another method of reaching him outside calling him. John is willing to mask phone number and call him if need be.

Board Slack Votes

- Approved partial funding of the embroidery software for the craft area
- Approved Steven Hottinger as metal area co-captain
- Board approved student rate for a grad student in the dissertation stage (3 credit hours, plus independent research and writing)
- 7/19 - Board voted to allow Iris to park her display cart in the front foyer, as a display item.
- 7/19 - Board voted to keep Timm's door bot system on front door, and negotiate contract with LastLock for door bot access on back door.

MINUTES/Zoom Chat:

Meeting adjourned at: 2056