

Board Meeting Agenda (and Notes)

December 16, 2021

Meeting called to order at:	1907
Board members present:	James P, Cassie B., John E., Barret E., Jack R., Mark P., Mary B.,
Others present:	Sarah C., Timm M., Tona W., Jay L., Dwight J., Kevin S.,

Treasurer's Report

Fiscal Balances Report (as of Nov 30, 2021)

Member Levels

410 Total (+6 over last month)

350 (net +12) in MemberPress, 60 (-6) in Wild Apricot/PP

Treasurer Notes:

- Can we freeze the Mold Making budget? (\$20 added every month) - This money can be shifted to Bike Area
 - Motion: freeze the budget (adding \$20 monthly) and keep current funds in place.
 - Motion passes with no dissenting votes.
- More vending income will be seen in Dec report
- Mark's projected finances post-expansion: with 16 studios in Suite C, 14.9 studios in the Annex, and 410 members, **our revenue will just crest our expenses by \$180** (0.9%).
 - Carts? Cart rental was not included in this estimate. Mark also says that since he provided this projection, Jay's numbers on studios have gone up.
- Per Jack - Bike Area needs to be added to the budget and start a \$20/month budget
 - John: please provide a layout of estimated costs to justify that amount, but sounds promising.
- Timm concern for estimated work amounts and projected post expansion finances.

- Barret says we have not used the full \$15k in tenet building improvement monies. This will help offset the cost of the electrical work.

Expansion Costs

- Home Depot: \$6,494.30
- EUA Architects/Printing: \$2,243.50
- City of Madison: \$440
- Concrete finishing: \$2,415.40

Total above: **\$11,593.20**

→ Estimated electrical work: \$24,036

→ Woodshop warehouse curtains: ~\$2,000

→ Rabin has also pledged \$15,000 for improvements, which we have yet to utilize.

Studio Update

- Have received 5 of 17 new Annex studio agreements
- Will send woodshop contracts once timeline has been finalized
- 3 members are renting spaces for 2'x4' storage carts
- 1 studio still available
- Leases in place for 16 of the 17 studio spaces.
- Jan 1st start date.
- Wood Shop (WS) studios will be 2/1/22, but contingent upon other aspects of WS expansion.

	Dec. 2022		Jan. 2022	
	Leased	Total	Leased	Total
Clean Room	3.0	3.0	3.0	3.0
Classroom	5.6	5.6	5.6	5.6
Wood Shop	1.0	1.0	0.0	0.0
Big Shop*	6.4	6.4	8.4	8.4
Annex	0.0	0.0	16.6	17.6
Annex Areas	0.0	0.0	1.0	1.0
Total	16.0	16.0	34.6	35.6
Revenue	\$2,000	\$2,000	\$4,325	\$4,450

Member Input and Discussion (15 minutes)

- Sarah Conn thinks we have been doing a lovely job and that is all she has to say.
- Kevin Stone - trying to reach James about Tormach enclosure - please get in contact with him.


Priority Business

Annex Buildout Status

- Update
 - Walls are completed except for studio sidewalls, responsibility of studio renters.
 - Electrical is complete except for light switch control and network outlet.
 - Occupancy inspection passed on 12/14/2021.
 - Network installation planned for the near future.
 - Timm - short IT meeting with order of equipment needed. All received. He and Peter are scheduled to start laying it out on Sat. However, Peter will have limited availability due to recent events.
- When does work start on WoodShop changes?
 - We can organize moving days to get everything into the annex. Engage with ACs to see if they want to paint walls, or do anything to other areas first before moving everything over.
 - Get those areas up and running in the Annex prior to starting WoodShop work.
 - Roger and Leather will start moving over the weekend.
 - Electrical buildout for all areas and studios is complete.
 - Plan in AC channel to get larger items moved over to annex.
 - Giant air compressor in CNC laser at the moment, which needs to be moved (Blacksmithing is a good spot)
- There is still some work to be done
 - Perhaps wait on installing the air compressor until shop reconfiguration is further along.
 - Install vents (CNC, Jewelry, Glass) before it gets really cold?
 - Talk to ACs to see what kind of benches they want? Do the smaller areas that are crammed together want extra benches?
 - Epoxy coating in ceramics?
- Mary - Possibly plan a meeting with people working on expansion for the week post New Years.

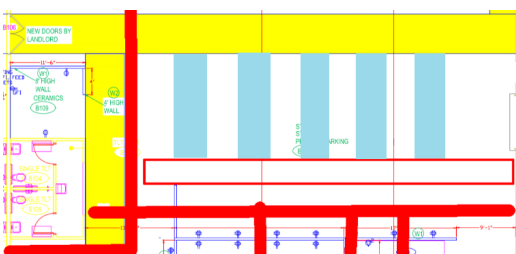
Member Storage

- Stats:
 - 178 Storage Shelves in Main Shop: 51 Empty, Some Non-members, Some unlabeled

- 108 New Shelf Sign Ups: 63 Current Shelf Holders, 45 New Shelf Holders
- 65 Shelf holders who have not signed up for new shelving
 - Mary - Using the red tag method for people to remind them to clear out.
 - This has not been helpful to getting people to move items
 - **Can John send out an email blast to remind people to fill out the survey for storage.** Jack to get John verbiage. Mark suggests targeting the 65 people who have not replied. Send out another email, then use text messages as a last resort.
- 32 Available Shelves in Annex, 16 Allocated, 16 Notified (Today, most with special requests)
- New “Clear out Day” of member storage - No Clear Out Day: Adds anxiety for people paying attention on slack
 - Is temporary storage set up for members? 2 shelves: 16 spaces allocated, 16 people notified
 - Phased movement of member shelving, via sign up through Google form (the form)
 - Posted notice on 11/13 with a survey - 51 Replies
 - Repost: 11/21 with survey- 108 Replies
 - 2nd Repost Tonight:  Subject: Member Storage Shelves Action Items 3rd Reminder
- New Strategy: Need to whittle down 65 to 20 to free up shelves to move into Annex
 1. Check Shelf Holder List against Current Member List (easy), make post and move items to free area
 2. Contact Current Shelf holders with Survey via email (w/ memberpress, eh),
 3. Identify mostly empty shelves, move to annex
 4. Allocate remaining spaces in annex

Plans for alternative types of member storage - like sheet storage or stick storage.

- There could be a couple feet at the end of each row that would allow for alternative storage type.: Added some vertical storage. Consider leaving it unassigned vs. assigned



8 Shelves = 178 Spots
 10 Shelves = 222 Spots
 12 Shelves = 260 Spots
 * Shelves are not all the same, math is approximate



<- Potential Alternate storage options, partition separators

John suggests **taping off where member storage shelves will go,** and that will help visualize extra spaces before we make decisions.

Get member storage shelves in place first, then consider where project storage, cart storage, and odd-shaped storage will go.

Woodshop Buildout Needs and Purchase Requests

- Benches, tables, classroom? - Tabled due to the need to be in the space to start discussing this.
- Request for dust collection filter
 - From Bob, “The dust filter on the big dust collector in the woodshop needs replacing. We have done all we can to stretch its lifespan, but it’s shot. The meter pegs out if we have any gates open. I’ve contacted Oneida to set up a tax exempt account in case we use them. The one that needs replaced (18” diameter) runs between \$400 - \$600 depending on the MERV rating. Higher level of filtration = more \$\$\$. Can we get partial coverage from general funds so we don’t totally drain our budget on this one item? (This month is already getting pricey with the planer repairs, new blades for band saws and table saws.). Thanks for your consideration.”
 - \$529 from Oneida. Shipping included (\$100).
 - Or, \$325.99 from Clark Filters. Shipping (UPS) is \$25. No MERV info, but looks similar to the lower end Oneida.
 - Barret motions for \$500 from Board with the rest of the funds coming from the WS?
 - John WS budget is \$1,800. While it’s in everyone's best interest to purchase this, there are resources available in-house, so paying for the bulk of it seems imprudent. Also, is the cheaper option as safe as the Oneida one? If so, that’s a good deal.
 - Mark - Per ask the board convo, Bob said the Clark Filters looks to be very similar to the lower-MERV Oneida filter. This request was made in the ask the board channel 5 days ago, why did we wait 5 days to address this?
 - Barret will talk to Bob to figure out which filter is the one to go to and then come to board with a request for funds.
 - Mary agrees that the WS does have funds.
 - Tabled til more information on MERV rating of cheaper option.

Defining the Scope of the Area Captain role

Proposed language:

An Area Captain is a decision-maker and caretaker of an area.

As a decision-maker, they (as a group if more than one) decide how to allocate their budget, what tools/equip/items are allowed in the area, and who is certified to use them. They can set policies for use of their area. They are the first-line decision-makers for an area, only overruled by a majority board vote.

As a caretaker, they keep an eye on the area to ensure it's generally kept up, identify things that need to be fixed/sharpened/maintained, and if they don't do it themselves ask for assistance/funding to get it done. They either train or train other trainers to certify members using the tools. They consider the long-term budgetary needs as they review purchase requests. They respond to questions in their slack channel and to the area's email address. Whether online or in person, they are a visible presence for the area.

The amount of work varies by area, but in general an Area Captain should expect to contribute at least a few hours a week as an average. (There's an ebb and flow, it's ok to have lighter weeks as there are usually heavier weeks.)

- Recently, the board discussed creating a discount for Area Captains, as a way of recognizing the tremendous amount of work they provide for members and the organization. In a Slack vote, they approved a \$1/month AC membership level that ACs can opt into. (So the compensation wouldn't trigger the IRS threshold for taxable income)
- John feels we should approve the language about what an area captain does first.
- Mary feels it is an option for the board to vote on this and put it out to membership that this is the plan and offer room for feedback.
- Cassie is concerned about a perceived conflict of interest by the board, many of whom are area captains or friends with area captains.
- John suggests passing and putting it out to membership and soliciting feedback. If there is a large amount of negative feedback, then revisit it to the next board meeting.
- James - Does the "spend" amount warrant talking about it first (the amount of lost revenue from offering this discount)?
- Jack - This is an incentive for new members to put in work and volunteer as ACs.
- Barret - Does this discount the impact of volunteerism around the shop. Also, do we then revisit the thought of how many ACs areas will have. With growth, we will need more help.
- Mary - there does need to be a threshold set, but this is something we can discuss down the line. Possible add to next board agenda. We can set this now, cap areas captains for areas, and then re-eval as times goes with respect to more help/less help as well as impact on budget.
- **Motion: John moves to adopt the language above as the official definition of the area captain role.**

- Motion passes without dissent
- Motion: John moves that a discounted AC rate (\$1/month) be offered to current AC's, if they are operating as described above. The board will also seek out feedback from the membership about this discount, and expenditure, and if there is strong pushback about this, we'll revisit the policy next month.
 - Motion passes without dissent
- Mary will make the announcement and seek feedback. Based on Barret's question about the potential for a lot of future ACs to impact our finances, the board will reflect on whether a limit per area is necessary, or other strategy.

Security cameras and DVR

- James found a few systems online, they tend to run around \$4k. He'll keep looking and share his recommendation to purchase with the board.
 - However, he cannot find an NVR in stock currently.
 - James ordered a new camera to go out back and it is in. He has been thinking about where to put it without drilling a hole in the wall. Several potential spots, but none great.
 - Schedule/volunteers to install it? He has taken photos of the areas to possibly post these, and will be sent to BA channel for feedback. Josh/Rabin will need to be notified of intent to drill a hole and mount the camera.
 - Mark - How many cameras is the current NVR capable of? 16
 - How many should we put in the annex - we can put in 4 and still have room on NVR and then later add more as we can get additional equipment . Problem will be member storage blocking line of sight if those 4 are put in the corners. Machining will also create a line of sight problem.
 - James thinks we are okay if it takes time to find the DVR.

Disciplinary Policy and adjective issues

- VOTE: Change or approve revised [Draft disciplinary policy v2](#). Board has reviewed it between meetings, and several contributed editing suggestions.
 - Discussion?
 - Suggestion to swap "decay" with "expire" throughout the entire text.
 - Motion by James to adopt policy as written, with "expire" suggestion incorporated.
 - Motion passes without dissent. New policy will be added to the wiki under Standing Rules, and communicated to the membership on slack and email.

Dedicated space for photography

- Discussed at Nov '21 board meeting and in public Slack channels. Jen D and Joseph S have expressed interest. Looking for approval for:
 - Mounting brackets on the wall for photography backdrop rolls. The brackets would be mounted approximately 9' apart and 8' high. The space between and below the brackets would need to be kept free of permanent furnishings so the backdrop can be rolled down and out.
 - Need temporary floor space in front of this for photography equipment and subjects.
 - Need a few square feet to store equipment – lights, reflectors, etc.
 - No cost to the Bodgery at this time.
 - A logical place for this is the east wall of the flex space.
- James - request for more facts - “what is no cost to Bodgery at this time” mean? (It means that none are foreseen at the moment. They'll approach the board in the future if any costs emerge)
- Mark - Jen and Joseph have the equipment that can be used.
- James - If there is a cost in the future, it is because the shop chooses to augment this space, not because they are charging for the use of their equipment.
- Mary - Clarify space they are requesting to use, is this a realistic use of the space based on current plans.
- Mark - East wall is the one facing the parking lot. They just need wall space and a temporary space when actually taking photos (8-10 ft x 10-15 ft). If this can be shared with another temporary use, it can be used pretty well.
- John - If it is just hanging something on the wall and temp space, he is okay with that, he just requests that the storage for additional items not be in the flex space. Wants to discourage other people from turning that open area into storage.
- Barret - Imagining the use of space between studios and photo area wouldn't be a good deal, but concern for impact of flashes going off on those trying to concentrate on their work in their studio. Refers back to “Don't be a jerk” rule, so that should cover it.
- Mary - Could be useful to other people within the shop, but wants to be specific that we're not creating a new “Area.”
- **Barret motions to approve the initial request** with understanding he will probably help them put it on the wall, and the storage for these materials not be in the Flex space. Seconded.
 - Discussion - Barret will work with Jen and Joseph to ensure items are not stored in the flex space.
 - Mark says the board should identify some area that they can use for storage. Barret suggested cart storage - John suggested it would be good on a cart.
 - **Motion passes without dissent** - Barret will notify them of decision.

Forklift

- Has been on FaceBook for 5 days for \$3,975
- Raymond stand-up reach forklift
 - More compact than more common forklifts
 - Forks extend outward (reach)
- 4000# capacity, 196" lift side shift, 36 volt with 3 phase charger
- Well maintained, works good
- In Mayville. Requires (renting) a trailer
- Purchase of this size requires membership approval



- Where is this going to be stored? Mumble.
- And can we store it in the shop? Yes, it's electric.
- Mary - Is this an item we will use in the long term or does it only have short term benefits?
 - John feels we will have usage for it in the long term. Potentially include higher up storage where this would come in handy. Also, we will eventually move to Bodgery 4.0 and this will be beneficial at that time.
- James is generally in favor of this, concern for liability if someone is using it and gets hurt. Additionally, how do we secure it so people who can't use it do not. How do we check people off on how to use it?
- Dwight - Associated General Contractors that offer a forklift operator certification. He is unsure of the cost, but they are in Madison and will come out and check people off on how to use it. We should only have competent people using it.
- Jack - Milwaukee Makerspace does have one and we could potentially reach out to them about how they approach this.
- Mary - If we do move forward with this, she can help navigate the OSHA aspect of this. We will have to figure out what precautions we need to take? Key fob this, insurance, etc. If we move forward with this, we should have a brainstorm group to figure out these items.
- Barret - Can we approve the funds and select a person who is familiar with forklifts to go check it out prior to purchasing.
- Mark - Not previously approved by membership. Vote now to approve purchasing a forklift and take it to membership. We may not get this one, but we will have prior approval to purchase on in the future (allocate funds now)
- Motion to approve up to \$5k for a forklift purchase and obtain membership approval to purchase it.
 - Motion passes without dissent
 - Membership approval should go out via email - John to send this out.

Server Upgrades

- IT requests \$500 for replacing our servers. Current servers are very old and use a lot of power. Itemized:
 - \$340 Dell R320 Rackmount Servers, Used (2x\$170)
 - \$80 Dell H710 Mini RAID Controller, Used (2x\$40)
 - \$0 Server Rails (donated)
 - \$0 RAM (donated)
 - \$0 600GB SAS SSD (donated)
 - \$80 Drive Caddies (4x\$20)
- Current one may last for an additional 10 years, but is unable to provide accurate determination.
- James notes they have gotten progressively louder over the past few years.
- Mary - Can we spend a little bit more to get something that will last longer and utilize less energy?
 - Timm will check with Peter on that. Suspects that this is a sweet spot in that spending more may get us more power, but may not be an advantage.
- Mary - We can still move forward with a vote and can supplement down the line if need be.

- Motion: James moves that we approve \$500 with the caveat that they not spend it immediately, but review if a better system would be more cost effective. If not, spend away. If so, come back and ask for more funding.
 - Motion passes without dissent

Memberpress Integration

- Adding fob #s to member profiles in Memberpress to streamline member management
 - TODO: Audit + Clean + Rectify Discrepancies and loop in with IT
 - Update: Fixed some discrepancies, pull from main server once per day, TODO label door events front door/backdoor - ongoing process,
 - Aim for completion by next agenda

Covid update

- No change. County mask requirement in effect until Jan 3, 2022.

Cassie Update

- Her life is extremely busy, and she is considering stepping back from Board duties. :(
- The rest of the board is grateful for her work and voice in the discussions, and are willing to help with Secretarial duties. However, it is absolutely her call. She'll let folks know.

Other Business

Board Communication (Halp support/ticketing system)

- Prior to trying a new system (Halp), since we're in the midst of the expansion effort, Jack offered in October to take a lower-tech step, and post action items to the Board channel after board meetings. Nov update: currently happening.

Gallery Night proposal

- From David Dexheimer: "I spoke very briefly with John E about having The Bodge participate in MMoCA's Gallery Night **next spring**. The fall tour was last night and the first since The Before Times. Hopefully by next spring things will be even more normal and The Bodgery could host a tour venue. I know I am way ahead of myself but thought it best to get it on everyone's radar. Thanks."
 - At the Nov '21 meeting, it was decided to investigate this. Update?

Member Pop-Up Sale - **Push to Spring**

- Keep this on the agenda for Spring time (request from Tona & Iris).

Outdoor Beautification (Jay) - **Push to Spring**

- Left on agenda as a reminder

Final Items? None

Board Slack Votes

- Approved membership levels for Areas Captains (ACs) in the amount of \$1.00/month, notify ACs of same, and provide the membership level to the AC (not family members) upon receipt of a request from the AC
- Approved: No work on vehicles is allowed in back, without prior board approval and a (\$100) deposit. Those who ignore this rule risk a strike.” (We utilize neon permits in windshields for prior permission)“ Also, no spraying any finish (inside or out) until at least April 15th.” Ideally we’d be near completion of the spray booth, but should at least have a “spray plan” by then.
- Approved an update to the Studio Space Agreement
- Approved (slightly) expanding the bike area, to 6' x 10' and tool purchases of about \$200
- Approved purchasing equipment for expansion networking, not to exceed \$550
- Approved Roger S locating his studio next to the jewelry area starting from the wall with the outlet and going out 8 feet
- Approved more people having access to review security camera video

Meeting adjourned at: 2100

MINUTES/Zoom Chat: