

Board Meeting Agenda (and Notes)

March 16, 2017

Attendance: Tony, James, Sean, John, Timm, Grant, Randy

Absent Board Members: None!

Treasurer's Report

1. Finances and membership (John)

a. Current members: 62.

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

b. Board-approved amount for tool purchases: \$1,500

- i. Grant notes that we will eventually want to look into a formal budget.
- ii. Note that we should email the membership regarding looking at the standing rules and the budget policy, due to pending changes and requests for reimbursement for upgrades.
- iii. Discussion on fundraising for tools that are not at the top of the tool wishlist:
 - If a great opportunity comes up, 24 hours for membership to weigh in, then board will vote. This is because these decisions (e.g., Craigslist listings) can be very time-sensitive.
 - If a tool has limited interest, board may consider (on a case-by-case basis) offering a part of the cost of a tool and requesting fundraising for the remainder. This is intended to effectively allocate resources, and to allow members to "vote with their dollars" for area upgrades that may have a small but committed group of members.
- iv. James suggests that as a matter of policy, as the \$10k emergency fund is for extreme emergencies like "oh god the shop caught fire and we have to fix everything", for operating expenses, we should try to keep about one month's expenses (\$2500) on hand, and the remainder can be spent on tools and other "new things".
- v. Motion to approve the immediate purchase of industrial sewing machine if cost is at or under \$1500. Approved.

New Business

1. Motion to amend the standing rules as follows:
 - a. “The board and any relevant area captains should be consulted for a vote before any major change is made to the size, form, or function of an area. This includes:
 - i. Moving the boundaries of an area.
 - ii. Changing the doorways, windows, A/C, or other structural elements.
 - iii. Adding new tools, furniture, or decorations which consume communal space (floor, walls, or shelving), or which will require more than 20 minutes to move or remove if needed.
 1. Area captains may add new items less than 1’ x 1’ floor footprint at their discretion, within their own area, but larger items should have board approval or a membership vote.
 2. Any such new items constitute a donation to the space. Items worth more than \$20 or which take up nontrivial communal space should have a formal donation form completed.
 - b. The board may overrule area captain objections, but a dissenting area captain may request a full membership vote on any such issue.”
 - c. *John motions to omit items a(i)–a(iii) and amend. Amended motion as follows, following discussion:*
 - i. “All relevant area captains should be consulted before any significant change is made to the size, form, function, or appearance of an area. Any changes made without prior consultation of the area captains must be reversible, and the implementer is responsible for reversing it. The board reserves the right to overrule area captain objections.
 - ii. Any area without a captain, including common areas, are considered to be the purview of the board.”
 - iii. Amended Motion passes. As this motion is significant enough to require a general membership vote, the board will email the members, giving one week to comment and vote upon this motion. Votes will be counted through an online survey form and tallied at the end of the week.
 - iv. *This motion is intended to codify what “do-ocracy” means at the Bodgery – what can be just “done” by the members, and what should have more communication so we all share the space amiably.*
2. Motion to amend the standing rules as follows:

- a. Defined community comment period for major space, budget, and policy decisions.
 - b. Set, advertised timeslot at board meetings for community discussion of major changes. Members may send in comments prior to board meetings if they cannot attend.
 - c. Formal language follows:
 - i. “Any major change to the space must have a one-week period in which the membership is invited to comment before decisions are made final.”
 - ii. Motion passes.
 - iii. *This so that members who were unable to attend planning meetings or other in-person events are able to contribute to discussion and make their feelings known.*
3. Motion to discuss amending the standing rules as follows:
- a. Formalize the definition of an area captain: Duties, terms of service, difference between “captain” and “person who can sign people off”, number of captains per area, handling if an area captain fails to complete their duties.
 - b. *Tony suggests having an area captain meeting to discuss this further, as they are the most invested and knowledgeable about this.*
 - c. *Grant also notes we should discuss how people are made area captains, for how long, and so on.*
 - d. *The board feels this is worth pursuing and we will write some preliminary language for discussion purposes, then reach out to the area captains to schedule a meeting.*
4. Motion to amend the standing rules as follows:
- a. Events are first-come-first-serve for scheduling and usage of the shop
 - b. If another event wants to be hosted at the same time, the host of the second event should ask the first event host on how to avoid interfering
 - c. First event always has primacy
 - d. Strongly recommend that first event host be accommodating to a second
 - e. This includes events that are only held in one part of the shop (e.g. clean room). First event host should still be consulted for such a case.
5. Notes and comments from 3/14 member meeting (Evan)
- a. Advertising interest, t-shirts, flyers
 - b. Upcoming events: GeekCraft Expo (+ launch party), Geek.Kon and WisCon panels.

- i. Board agrees to make a waiver sign at the entrance to the Bodgery for the GeekCraft Expo launch party on 3/24, rather than requiring signed waiver forms.
 - ii. Grant offers to make and post this sign.
 - c. Will offers 4 tables – see email. Thanks, says board, but perhaps we should look at folding versions at SWAP.
6. Electronics area request for components -- Total \$74.78
- a. [100x Blue LEDs](#) -- \$6.63
 - b. [100x Green LEDs](#) -- \$6.63
 - c. [4x Canakit 5V/2.5A USB power adaptors](#) -- \$39.96
 - i. One of these is for the web cam in the clean room
 - d. [3x USB charge cables](#) -- \$6.99
 - e. [10x Momentary Pushbutton Switches](#) -- \$6.68
 - f. [10x Toggle Switches](#) -- \$7.89
 - g. Motion passes.
7. **Summer Classes / Membership Drive**
- a. If we could schedule (at least) one class per week for four months (our peak membership gaining period), it would help promote us, bring in more members, and increase excitement around the shop.
 - i. That’s only 16 classes for 4 months: May, June, July, August
 - ii. More members, great PR, more revenue
 - iii. *Let’s bug the education committee!*
 - iv. *Motion to request that the education committee try to ensure that there is at least one class per week in May – August.*
 - v. Motion passes.
8. **Newsletter ads and shop (banner) ads**
- a. Brunsell Lumber has offered to pay for an ad in our “newsletter”, which could be included in one of our MailChimp emails to MadCity Makers (updates on new shop arrangement, etc)
 - b. They might be interested in a banner-type ad in the shop, if we approach them. Thoughts?
 - c. *Tony and John and Evan will work on a more formal newsletter for this purpose and discuss further with Brunsell.*

Old Business

- 1. Power

- a. John volunteered last month to get a quote from the electrician on three 220V lines: A/C, laser cutter/vacuum former, and miscellany (near the box). What is the status on that? – No quote yet.
 - i. *Call needs to be made to the landlord's electrician for a quote.*
 - ii. *Can heating and A/C be run on the same circuit? Our heating is on 220V already in the cleanroom. Would it be more economical to use that 220V line for A/C.*
 - iii. *James volunteers to get quote. Needs blueprints of our space from John.*
 - iv. *We are currently running on 100A service, and we are very close to those limits already between all the tools we have running on a Friday. We have something like 500A of tools, which is a LOT – we would expect to see more like 2-3 times the service.*
- b. Cassie F offers to write a formal contract and/or request for bids if desired, as that is her day job.
 - i. *John says that the landlord **requires** that we use this particular electrician.*
- c. Luke notes that the vacuum former will require a 40 amp breaker, not a 30 amp breaker.
 - i. *The vacuum former plans call for a circuit box, so if we replace ours... maybe stick it in there?*
 - ii. *Tony notes that if we get a new box, it will be segmenting amperage to different areas of the shop (this area always has 70A, this area always has 30A, etc.).*
- d. **Long Term** -- If we are going to stay here another year, what would be the cost for a new panel? Can a new panel run 3-phase? Would landlord be willing to share the cost (she was when we moved in)? Can current moving fund be used for this?
 - i. Luke believes (and John validates) that this came up with the electrician when we first moved in discussing a multi-axis drill press, and that a 3-phase box would legally need meters to be moved installed outside the shop, not inside, which means it's more expensive than a sub-panel for a few more 220V circuits.
 - ii. If we replace the breaker box, can we store the 100A one we have now? Vacuum former will have a breaker box in the machine itself.
 - iii. *Board is agreed that current moving fund shouldn't be used for this.*
 - iv. *Perhaps this would be a good opportunity for fundraising if it costs a lot.*

2. Status update on laser cutter

- a. Machine is in production. Expect to be finished and picked up by March 21st. Expect 4-8 weeks for shipping and customs after that.

- b. Paid \$2,980 for the machine (already transferred)
- c. Further shipping/customs fees yet to be transferred
 - i. Estimate \$750 for our share of shipping to Rockford

3. Status update on vacuum former

- a. Luke & co. are working on a bill of materials and budget.
- b. Team may later request about \$150 for a rolling cart which will be the base for the machine, can be used for other purposes until the project is complete, and can be built before other parts are budgeted or ordered.
- c. *Luke notes that this is expensive for a rolling cart, but it is intended as the base for a very strong and heavy tool, which can be used as a rolling cart until the vacuum former has been built. It is expected that for aesthetic and pragmatic reasons, the base should be built of similar hardwood to the rest of the machine. The \$150 is a ballpark estimate and will be amended when a formal request is made, once materials have been located and prices checked.*
- d. *Luke further notes that the vacuum former will require 40A at 220V, and a standard 10A 110V outlet for the vacuum pump.*

4. Status update on industrial sewing machine

- a. \$1,500 at top end
- b. Depending on finances and expected Laser Cutter costs, can we go ahead with this now?

5. Questions and discussion on space reorganization agenda.

- a. Member photo board
 - i. Timm says that he plans to go ahead with the video display board and revisit the member photo board in a few months once that is established. Both will exist for the foreseeable future.
 - 1. Status?
 - 2. *Further discussion tabled to next month.*
 - ii. Evan suggests adding a visual marker (border? icon?) for board members and area captains, so that guests and new members can see who they are. Tony suggests using stickers (e.g., gold star) to designate those individuals.
 - 1. Volunteer for setup?
 - iii. Status update: Is it a fire code issue to permanently close the door between the clean CNC room and the main shop? Do we still want to do that?
 - 1. *We don't know yet. Tabled to next month.*
 - iv. Do we own the table in the main shop, or is it a loan? We should find out.
 - 1. *Grant is emailing Glenn.*
 - v. Any further postmortem?

1. Budget needed to be laid out explicitly beforehand

6. Education Committee update

- a. Any marketing or make-and-take proposals?
7. **Suggested group project:** Preparing Bodgery flyers for distribution. We could probably get this done quickly with some expertise, and then go paper the town. (Or, you know, relevant bulletin boards.)
- a. Contact Design Like Mad to ask if they would help with flyers, promotional materials.
 - i. They're running free designing again, we should apply.
 - b. (Business cards were printed by Karen at the Game Crafters. Agreed that we should look into options.)
 - c. James notes that we can make elaborate laser-cut stuff too, when it really counts.

8. Motion Heatmap

- a. Sean would like to set up a motion camera with a heatmap of activity to look into space usage statistics. This will not save images of humans, but density of activity.
- b. Sean plans to make a class for this purpose. No budget needed for the initial proof of concept.
- c. Update?
- d. *Tabled to next month.*

9. Standing Item: Summer Move

- a. Revenue targets: 82 members for 7,000 ft², or add 15 'micro-workshops' for 10,000 ft². See [budget estimates](#).
- b. \$2,000 moving funds saved so far (Sept-Jan)
- c. Other options?
 - i. Talk to Madison mayor's office
 - ii. Grant volunteers to talk to our local alder, county representatives
- d. John spoke to our landlord and noted that she did not have a specific space in mind, and if we do move, she would like 60 days notice.

10. Discount membership task-list

- a. Needs to be written up/printed out/etc. Both a volunteer task list and Discount Membership Task List should be created, so that volunteers always have something to do.
 - i. See previous month's notes for list of ideas
 - ii. Put it on the wiki?
- b. Let's create a task list white board, with room for dates and initials

c. *Grant did it!*

11. Policy for Member-Loaned Tools - check-in

- a. A written agreement (releasing members of liability related to their tools and spelling out the parameters of the loan), was approved in Oct.
- b. Grant wrote it.
 - i. Who will take charge of distributing them to current tool loans?
- c. Donated tools: create a log on the wiki/google doc? Board says yes.
 - i. Who?
- d. Board believes that we should have a policy on procedure for loan acceptance
 - i. Grant [wrote a procedure](#) for the actual loan of new tools.
- e. Let's keep these policies and loan agreements in file cabinet at top of stairs
- f. *Grant did it!*

5. Swag budget

- a. Vinyl bumper stickers (hand out to new members), car magnets, Tote bags:
 - i. Board ok with spending Bodgery money on swag if it will be reimbursed via sales.
- b. Board says T-shirts should utilize Zazzle/Cafe Press type of service, vs ordering inventory with Bodgery funds, and possibly being stuck with unsold merchandise for a long time.
- c. Design contest?

6. Stripe update

- d. Code needs to be added to our website to start accepting payments.

7. Outreach for Diverse Membership

- a. Motion to make 12"x18" membership rate sheet, laminated tour agenda sheets, to better advertise partner rate.
 - i. Board is agreed that this applies only to a \$50/month membership + partner membership. For instance, if two married senior citizens are members, they could choose 2 senior memberships (\$25 x 2), or the standard partner membership (\$50 + \$30).
 - ii. Board is agreed that partner memberships should be paid in a single payment, from one account.
 - iii. Tony offers to laminate agenda sheets as needed.
 - iv. *We have a laminator!*

8. Vehicle Repair inside the shop

- a. James and Grant volunteer to co-captain a prospective automotive area, and draft a policy to bring before the membership. Proposed policy involves putting sealant on an area of floor to protect against spills, policy requiring all items stored in the area to be on wheels or easy for one individual to move by themselves, and all automotive work serving as a “red-tagged” tool such that an automotive co-captain must be consulted before any auto work occurs.
- b. James notes that we expect an engine repaired in the space fairly soon.
- c. Tony notes that we may want to compare the price of a garage mat, purpose-built for that purpose.

9. CRM/ERP/Asset Management System

- a. Update from Sean

10. Dust Collection in Woodshop

- i. Given [the report](#) on the dangers from fine dust, we should examine our dust-collection mechanisms for safety concerns.
- ii. Recommendations: In the new shop,
 1. close off woodshop (even from metal shop for fire danger),
 2. vent the dust-collection system to the outside,
 3. utilize fine dust filters, and
 4. run an air-cleaning system during woodshop use (in addition to dust collection).
- iii. Note: high-quality dust-collection systems are expensive. [Here's one](#) that's highly regarded for air quality/safety.
- iv. Roger put up a box-fan + furnace filter bodge which will hopefully help somewhat.

13. Broken Tools

- a. We have set up “broken@thebodgery.org” email and put up signs
 - i. Grant volunteers to make signs and post them.
 1. Update tabled until March due to Grant's absence.
 2. James volunteers to email the membership to inform them of this.
 3. *Grant did it!*