

# Board Meeting Agenda (and Notes)

June 18, 2020

Meeting called to order at:	1905 (Held via Zoom video conference)
Board members present:	John, Cassie, Timm, Sylvia, Sarah, Sean,
Next board members present:	James, Mark, William, Puja, Jay, Ron
Others present:	Lucy, Dwight, Jim, Corinne, Randy, Martha, Doc, Bob, Ryan, Jim V

## Treasurer's Report

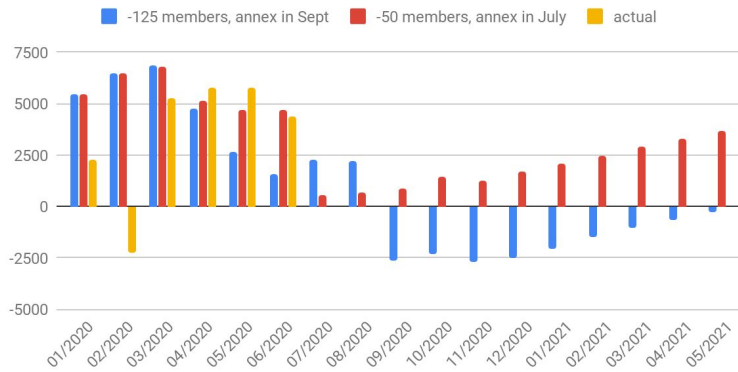
### Member level composition

**Current members: 263**, includes: 146 Regular; 17 six-month; 10 twelve-month; 23 Student; 45 Seniors; 6 Starving Hackers; 15 family/spouse; 1 Patron. Not counting: 15 pending; 3 unpaid keyfob. (as of 6/17/20). There was a net decrease of 15 members since the last report.

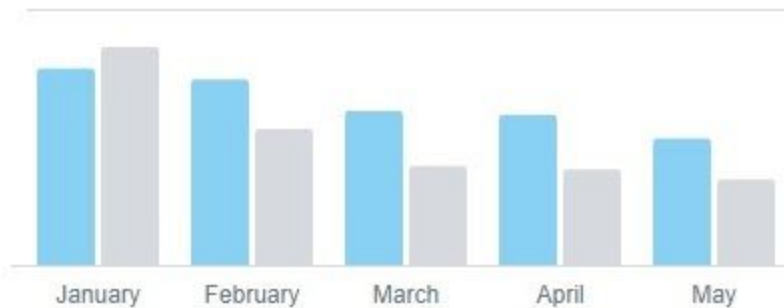
Projected member count based on Covid19



Cashflow based on possible Covid19 member drop and adding the annex



Total cash in and out



Recent cash flow (from Xero accounting software)

Finances Discussion

- Questions - Is the income - does that reflect dropped members? A: it reflects requested refunds, and those members are not reflected
- What is Bodgery 4.0? - Savings fund for next move
  - funds that would be used 6 years from now? Yes, possibly
    - Should they be invested in something? That would be great
      - Avoid high risk please
- Randy - Under supplies - the number for metal shop - shouldn't that be up as a debit? May 21-June 18th covered time frame in one area tracked versus month of May.
- Studio report (Work In Progress)

- Jay will be helping out with Studios - he and Sean can speak and loop Sylvia in.
- Subcommittee?

## Member Input and Discussion (10 minutes)

- None

## Priority Business



### Coronavirus and Shop Status Update

- **We are open to members!** Currently 182 members have signed the COVID Policies form, and have active keyfobs. Any member wanting to gain access just needs to fill out that form.
- We've bought 8 spray bottles, filled them with disinfectant, and placed around the shop with paper towel rolls.
  - Do we need more bottles? More paper towels?
- Hand sanitizer pumps at every entrance, and scattered throughout the shop.
- Box fans are attached to big shop window vents, running all the time. Standing fans and box fans are scattered through the rooms to help move air when people are in the shop (reduces transmission rates).
- A request was made to metalworkers to fabricate a "foot door opener" for a few doors, Randy Nelson started to make some, will be finishing soon.
- JE suggests adding a (powerful) roof exhaust vent in the ceiling of the big shop, to both suck heat out during the summer months, and increase ventilation during COVID times. This would naturally pull air in through the window vents as well. Would need to get permission from the landlord, pay for a contractor and electrician, etc..
  - Dwight - if we are considering a serious change in ventilation, we should have someone who knows that business have an eye on it. Agreed - need to speak to the landlord and HVAC contractor.
  - Ron - do we have a contact for HVAC? John - yes, we have a contact list that has been created over the years, James has access to and they will share it with whoever needs it.
    - Recommendation for new board - have a single point of contact for landlord
  - Mark - There is a cold spot in the ceiling near the woodshop and spray booth area, potentially goes to a capped off vent
  - Dwight - makes sense to evacuate hot air and dust out through the roof, but we really need to know if what we want to do will accomplish the intended result.

- Mark - Did an HVAC person look at the woodshop exhaust vent when it was put in? James- it was already in place.
- Cassie: We still have some cloth masks, if you use a mask you can keep it or rewash and return but note that it is “recycled”.
- Randy: I haven’t seen the spray bottles. John: they’re around the shop, but we could use more.
- We don’t want to mist the metal and make it rust. Lucy - isn’t there a disinfectant that won’t rust metal? James pure alcohol.
  - Tim - the virus doesn’t survive very well on metal surfaces
- John - We are unlikely to be able to disinfect all the surfaces - wash your hands and don’t touch your face.
  - Lucy - can I spray the surface before I start working on it - yes.
- Try to leave the restroom door open when done so people can get into wash hands without touching anything.

## Board Elections

- Elections were held, 8 candidates for 7 spots. Accidentally missed one candidate who wasn’t on the ballot. Given all the huge changes happening now and upcoming, the board decided to accept all 9 candidates. It seemed a shame to turn away people who want to help when the help is needed!
  - Only 55 members actually voted on new board
- Upcoming board are dividing up the roles thusly:
  - James - President
  - Timm - Vice President
  - Sylvia - Treasurer
  - Sarah - Secretary
  - Jay - Director At Large and Studio Mgr
  - Puja - Director at Large
  - William - Director at Large
  - Mark - Director at Large
  - Ron - Director at Large
- Other Leadership positions that we need but don’t have to be on the board:

- Events coordinator - Tony Roman and Ken Bice?
- PR/social media coordinator - John has been doing this, wants to hand it off/ Puja interested!
- Vending manager - Sylvia has been doing this/ Puja can help with that too
- New member orientation - John has been doing this/ Timm and Sarah will step into this
  - First new member orientation held on 6/19 via Zoom
    - They will need to get keyfob and photo at later date
- Area captains -
  - Craft, 3D printing, Mold Making, Wood Shop, Metal Shop, Machining, Classroom/Events, Jewelry, Glasswork
- Host for open shops and events
- Area host for hot spots (like woodshop) during Open Shop nights
- Tool trainers
- Director's Insurance has a quote from our broker.
  - Vote to purchase it by July 1st? (start of next board's term)
  - 3 types available
    - Director's Insurance
    - Management type
    - Employment practices
    - Combo of the last two is discounted
    - Limits were \$500,000 or \$1,000,000. Premiums: \$375/\$475
    - Additional options
      - Fiduciary responsibility +\$100/yr
    - Sean - reading up on this, we don't need this. Most claims involve activities we are not involved in. We don't have employees. Sean is against purchasing it, but will give this vote to the future board.
    - Mark - Our bylaws indemnify the board in that language, which means something. Then again, it can also be steam-rolled over in court.
    - Timm - every org gets sued eventually and he is surprised we have not dealt with it yet. If this will protect us from that, it's worth it.
    - James- there are different kinds of insurance. Being sued is less about malfeasance and more about liability. We already have liability insurance.
    - Ron - Insurance is considered a best practice for boards and organizations offering grants will take that into consideration. A standard policy adds another touch of credibility to the organization.
    - Timm - in the immediate future, grants will be competitive to get, so we may not want to tackle some of those, but in the long term reach for grants - may be worth it.
    - John - some for, some against - call for a vote of the current board or punt to next board.

- Voted: punted the decision to the next board
- Board handoff discussion
  - New board will take over fully starting July 1st. It had been suggested previously that perhaps some current board members would stay on in an advisory capacity to help out for the next month or two.
  - There are several accounts in John's name, reach out to him to get those switched over
  - In the Bodgery's google apps, to use it people will need an email with that domain. Should we start specific emails for roles in the shop? (Like [treasurer@thebodgery.org](mailto:treasurer@thebodgery.org) works now) Yes, let's.

## Host a Drive-In Movie!

- Suggestion from a community member for us to host one in the front parking lot
  - Community gift, a group project in building the screen and FM transmitter
  - Copyright: Swank Pictures will license a movie to us (for 24 hrs), at non-profit, free-of-charge rate: \$375-\$450/movie, or \$350/each for 3 movies of any cost level. Cost are based on not charging anyone. We can put out a tip jar and look for sponsors. The person who suggested the idea said their company may sponsor us if we chose Selma, which was already tossed out as a suggestion.
  - FM transmitter needed
  - City says we don't need a permit, as it's on private property
  - Landlord gives us permission, as long as we get liability insurance coverage for the event. We've applied for that coverage with our broker, waiting to hear back on cost.
  - We should put out a "donations to the Bodgery" jar at the entrance.
  - If we attach the screen to the front of our building (over the Woodshop, hanging from the roof line), it'll be less distracting. Film starts at 9pm for darkness. Member willing to loan us a powerful projector.
  - Movie suggestions so far (must be on DVD): Selma. Also, a fun sci-fi movie?
  - We'll test the projector and tarp on Friday (tomorrow) night
  - Sarah - bathroom access - open the shop? Porta Potty? Cassie thinks they're gross and virus-y.
  - Sylvia: maybe use Annex bathrooms
  - Sean - how are we going to conduct traffic? Have some sort of greeter and/or parking attendants to point people to spots? If we block off all entrances to the parking lot except one, a person could sit there with a tip jar.
    - Make it big, so people can throw their change in, like toll booths.
  - Put the screen in front of the building in front of the woodshop
  - We can fit a lot of cars. We've got plenty of space

- We can put blankets down for bikers - they need to bring their own radio thing
- James - how do we advertise? John: our social media, mailing list, Eken Park is our neighborhood and has a mailing list. North side news might promote. Shouldn't be hard to get people to come to a free movie.
- John - there's a date that was picked for getting the license and liability quote.
- Cassie: what's going to be the piece of this holding us up from hitting the date other than us voting and moving it; John - we need to get the digital films; Ron - advertising
- John: lets not go too big on promotion because Madison is full of lots of people. They filled out Warner park at \$40/car
- James: Maybe it's better if the first is smaller. Get our feet under us.
- Student films always schedule stuff for starting at 9pm
- We might need it as dark as possible, especially if we're using a white and not gray reflective surface
- John: Legally we can do r-rated; Sarah: Let's not do R-rated
- Cassie: let's keep in mind the parents nearby
- John: it's us giving back to the community
- Sean: if this infrastructure is in place, how much access do we have to the projector? If this goes well, we can turn this into a regular thing and host film festivals and the like
  - Classic films, have people take care of the cost to show stuff
  - Timm; public domain movies that we can use
- Can we sell concessions? John: we need a vending permit? Mark: we may not need it because we're a non-profit
- Can we get the landlord to turn off the lights in the parking lot? John: I will try (wire cutters)
- The Bodgery members discuss different ways to vandalize property to get the proper lighting
- Should we have a limited open house before the movies? John: I work in public health, so I'm more on the cautious side, would rather not. We are strict about members wearing masks, but we'll let all these folks in without them? Q: Will we require masks outside in the parking lot?
- Cassie: what about an info booth outside our front door, we could show a video walkthrough on a loop.
- John: We could make that with a 360 degree video camera so the viewer can look at anything.
- Sean: are there any expenses we need to vote about? Are they all the same thing? Do we need to vote?
- The movie total is more than the board can approve - will need a member vote - John
- **Action needed:** poll the membership to get approval on costs.

## Rabin LOI progress for Suite B/Annex

- We've answered Rabin's question that we are still interested in renting the Annex, but want to make sure we're on good financial footing. They understood, and said they'd be getting back to us with an LOI, but we haven't heard back in 3 weeks.
- If we want to move forward, we probably have to take the next step
- We have finance concerns and we've dropped ~100 members, but if you look at the main contact@ email and voicemails, there is sizable interest. We could be back to being short on space fairly quickly.
- We're in a good position financially, John recommends the next board not let that go.
- Are studio requests going up or down due to COVID? Sean: we have 6 people on the waiting list. The studio report will show the status of our current studio rentals when it's done
- Mark: is the LOI (for the Annex) the next step? John: Maybe that's something for the next board

## Equity work

- A new committee was formed, met via Zoom, and discussed options. Productive call, came up with several ideas.
- Commission one large mural (8' tall x 16' wide), or two half-sized murals (to support two artists, and more manageable size when we take them inside). Could be painted on plywood with a frame and staked into the ground out front.
- Board would need to ask the community for a purchase that size (likely \$1,000 for each half-mural)
- **Action needed:** poll the membership to vote on the expenditure.

## Running classes in a COVID world

- Martha suggests that teaching a woodworking class could function with a small group, and closing off the shop to other workers. This keeps distractions and noise down, and allows the students to focus with each other and on their learning.
- Also, she suggests that we consider utilizing additional space (the Annex) to allow for dedicated teaching space, so classes can happen without too much disruption to member use of tool areas.
  - Hands on teaching space outside of the classroom
- Covid makes this easier - FEMA says 100sq ft per person. What is the size of the woodshop? John: 2,000 sqft
- Is it possible to have designated teaching time, create a routine for classes and getting members to check the calendar before you come in
- Can we do classes?



- If it's member only, then limited classes would work and it was scheduled
- John: is this for members or open for the public for your (Martha's) classes? Martha: in the past, we did members first then non members but I have a long list of interested non-members
- Cassie: what were the problems? Martha: they were welcome to be there, but class had firsts dibs and it was exhausting because there was lots of machine noise and yelling to repeat
- John: teaching is critical to our mission. I saw long term change from early change between being aware of the mission and their connection to the big picture, as we've gotten larger and we don't recognize people and we're getting more transactional (as an idea). As a founder, I don't think that's cool. I think that pushing back against that is a good idea.
- Cassie: in the past we did enforce a class-only time. There is a precedent, why don't we keep it? If they're not looking for community they can go. Katie was active and broadcast well.
- Ron: what if we do a specific teaching time? John; I like that idea. Sylvia: yeah. Cassie: in Clean room, we have an unspoken history of just clearing out for everyone's classes.
- Mark if you schedule it and there's no class it will be frustrating for people
- Martha: if there's no class, I would broadcast. I envision teaching every week. 3 hours 1 night a week, 16 hours. Could do it twice or three times a year.
- John: Wonderful! But we also want enough time for a variety of teachers, and not be booked solid by only one person. It is possible and likely that there is a class every Wed/Sun, so if you're coming in during that time, check the calendar. It has to be on the calendar, it needs to go through the events coordinator.
- Mark: Standardize a schedule once a week for instructors and if it's not filled or is filled it will be documented on the calendar. Consistency=Good
- Aaron: Mention this in the orientation that people might not have access if class is not going on
- Bob: if class is not happening could be used for maintenance or area upkeep
- Ron: Should we give a discount on membership for non-members taking classes? Sarah: we already have discounts Martha/John: we no longer offer member discount on classes for the teachers
- Classes can happen; limited participants that must be members
- Can we limit the use of space in woodworking during class time
- MOTION: a teacher can block off an area for a class if they'd like to. It's up to the teacher to ask other members to GTFO if they need the space. Teacher needs to explicitly say in the calendar if it is a closed space or not.
  - James: Earlier that was our plan. The calendar is the final word.

- Counter point: that puts the burden on the teacher, and could be confusing to members (“Is this blocked off? Open?”)
- MOTION Amendment - When a class occurs, that area is always reserved for teaching the class. Other members shouldn’t be there.
  - James: it’s the events coordinator that has the power to close down the shop
  - Martha: it might be a good time to tell our membership that learning is part of our mission statement
  - James: also gives event coordinator veto power
  - Cassie: to have an established teachers list might be a good idea. There is a need, they have taught
  - Ron - trial run of holding classes on set nights. Identify problems and work out kinks.
  - Aaron - some members have made changes in their life to make it to shop on certain nights if we block on time for classes, can we run that by them so we don’t cut off people’s only time to get in there.
    - This would be a reason if we pursued Ron’s suggestion to not do this right away, but set times in the near future to work out kinks.
  - James- we give it a long lead time and it works out, if we want to continue to do this, it becomes part of new member orientation and is well advertised to membership.
  - Let’s consult with the rest of the membership prior to a definite change. Choosing the specific day each week could be important to some members. That said, let’s keep momentum up, and give this a shot (we hope this is more of a “when” than an “if” this happens) Right now starting with 1 time a week.
  - **AMENDED MOTION PASSED.**

## Other Business

### Server UPS

- Current UPS (battery-backed power strip to prevent shutdowns during power outages) has died randomly in the recent past, causing a network outage and doorbots to go down
- Have one UPS for servers (which works) and one for networking equipment. Network one is dying.
  - If this goes down, doorbot goes down
  - Timm is working to make doorbot less reliable

- Peter has recommended this replacement. Much beefier and should last us many years
- Move main to network and then new to main
- About a half hour of down time
- Recommending an upgrade (\$590):  
[https://www.amazon.com/dp/B004F09CVO/ref=cm\\_sw\\_r\\_cp\\_api\\_i\\_NXT5Eb0Y5095P](https://www.amazon.com/dp/B004F09CVO/ref=cm_sw_r_cp_api_i_NXT5Eb0Y5095P)
- We should replace them every 3 to five years or so
- Sylvia: Motion to purchase the new one
  - Timm: second
  - Sean: would this deplete the IT budget? Timm: meant to be out of the budget as IT budget
  - James: this is more infrastructure than IT budget for repair and replacement; Sean said that this could also be used to beef up the IT budget
- MOTION PASSED to purchase a new UPS.

## Update to Woodshop Budget

- Woodshop captains and others gathered to put together a new budget for the woodshop. They'll present that to us for discussion and approval.
- Ron: we met today to discuss a new budget for supplies. It was posted in the board channel, but also read aloud in the meeting.
- Timm: we can do dual-area connections and Electronics can help rebuild battery packs
- Sean: I have seen this. In the new place things have been between \$200-\$250, excluding new tools like drills and the like. This is fine, but from experience this is not what has been spent. Timm: some members have been buying extra stuff and eating the cost. Sean: are things not being maintained? Ron: we have been frugal because we feel like we're going out of budget. This would allow for a creation of a maintenance schedule that upkeep the tools
- This is the first part of the phase - first upkeep then second is tool replacement and new tools
- Current budget is \$150 - we suggested doubling to \$250 - Woodshop is asking for \$350
  - Sean: let's try and make an honest reckoning - let's not spend just to spend
  - Ron: the characters that made up this committee are very tight (tight moneywise) so know that the \$350 suggestion is a cautious one.
  - Sean: Let's accept this on a 6 month basis and then revisit
    - Timm: seconded
    - James: we need people to do that maintenance if we're adding money
    - Cassie: Is there currently a schedule? Ron: it is as-needed. Ryan: There are a lot of dull blades that haven't been maintained. James: Is it budget restraints? Ryan: I don't know how it's been done but Jim always kept the \$125 in mind. Bob; it's based on availability - it's like the plate spinner and people sometimes won't let you know stuff is broken. Because the woodshop is frequently used and less frequently maintained, we don't have the time.

- John: two issues: first, there should be enough money so if there is a blade to be sharpened it can be sharpened. 2: We can have all the money in the world but if we don't have people who feel like their work is being appreciated and if the person needs to keep on doing this, it's going to wear on them - burnout is a thing.
  - Ron: that is a frequent conversation about concerns about people not taking a sense of pride or community for the tools. Trying to create a more responsible culture.
- John: how do we protect the people putting a lot of time (and misery) into the shop? Do we need babysitters during busy hours? Is that a system we can implement? Should we increase the consequence - kick out the bad actors faster? Likely a small group.
- James: when this happens, someone tries to do the right thing, but it's not enough. Inter-woodshop communication?
- John: our current system is not working and good-faith people will just give up, and then the woodshop turns into a disaster -- there are long term consequences to ignoring this. Woodshop should consider some wild/innovative new models, because our current one (signs and trainings) haven't worked for the last five years. Hoping the same process will actually work this time is futile.
- Ron: If you're going to be a primary user of the woodshop, dues is X plus surplus and if you do an hour the week, then the X is null. Sean: VETO (on behalf of Sylvia) James: and someone needs to police that. John: What else have you got? If you veto something, you need a different solution.
- Cassie: what about a woodshop trade of free studio for services to the shop?
- Martha: we don't have the same standards between trainers. I will commit to developing that and be clear with people who are trained in. Create 'Woodshop Standards'
- John: this is true. And people are not going to remember every detail when there's a lot of information. Training is good and consistency is vital but it's probably not going to be enough.
- Ron: maybe we use some of this budget to get someone to clean up once a week
- John: allocating one of the woodshop studios as a trade for a babysitter. That wouldn't be a burden on the treasurer, and the woodshop could police whether the work is getting done (if that's ever a concern)
- Ron: such a tight amount of space - if a studio opened itself, the woodshop would grow
- Sean: Budget - you need to be good stewards of this budget because lots of people are worried about a runaway woodshop that dominates the Bodgery. Ron: that was part of the discussion - does the woodshop have a bigger burden of the membership. It doesn't go over well. Cassie: it doesn't go over with the other areas if we don't have the budget to grow. Ron: Woodshop wants the proper space allocated to membership.
- John: there are two extremes for allocating resources. One is to divide the general funds by the % of membership that uses it. Another is that all areas are equal and have the same budget.

- What about a mixture? Every area should have a minimum budget, so that they're never wanting. But we should also acknowledge that the woodshop is a major draw and therefore has larger needs. We should credit it for the extra work it requires, extra costs for repairs and improvements, etc. I'm not saying the Woodshop should have a blank check, but allocate a larger budget for them to recognize the particulars to their area.
- It shouldn't be an "us vs. them" - it's about the community finding balance
- Ron: we had 9 people and some people needed to leave. James: CNC, 3D printing. Metal shop all have schedules
- John: maybe we create a heatmap again of what the hot spots are on an average week. The easy tech solutions aren't perfect, but can provide data.
- The woodshop is important and does require some extra stuff but not free reign

## Committees

- Any reports from Committees?
  - Storage - no
  - Fundraising - no

**Meeting adjourned at 2148**