

# Board Meeting Notes

July 6, 2015

Attendance: John E, Timm Murray, Karen C, Bill B, James P, JT Smith, Mark B

## Updates

- Finances and membership (John/Bill)

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

- Current members: 29. Trendline projection adds 10 members every 6 months
- **Liability insurance** (John). Still waiting for real quotes, drone post on website scared off a number of carriers. John wrote up clarification of our “no-fly, just build/repair” policy, along with security protocols and tool training policies.
- **501c3** (James) - Question on our official address; had been John's for expediency, but is it time to switch that to our physical location? Yes, says the board. James will file the paperwork with the State then, using the new address. After that comes the 501c3 application to the feds.
- **Pallet rack shelves** from landlord are still in limbo. Company hasn't vacated yet, probably by end of July. Looking increasingly non-reliable.

## Member Storage

- Many options: In upper office, pallet racks in middle of shop floor, along south wall of Commons Area, in Clean Room, etc.
- After much discussion over the last few weeks, and an email poll to the membership (fairly equally divided between “on the shop floor” and “upstairs office”),
  - **Decision:** put member storage in BOTH the upstairs office, and on the shop floor. A rack along the south wall of the commons area (where kids' shelf is now) is a good start.

## Office Space Rental

- Discussion of rental rates, size and location of spaces, etc.
- **Decision:** Let's call it “CoWorking Space”, and charge \$175 for larger 3 spaces, \$150 for one by the open door. Includes one membership.
- There are stricter rules for non-payment:
  - “Payment-on-time” credit (aka Good Payer Discount). A \$25 discount if paid by the 1st of the month.
  - Initial costs include last month's rent.
  - After 30 days of non-payment, their stuff is moved out, and the space available to rent.

### Location of Kids Shelf and Library

- **Decision:** move them to the Clean Room, where the black love seat currently sits. That black couch will go under projection screen.
- Library shelf can also hold display items, things we've made, etc. as an intro to the space.

### Which Door is the Front Door?

- Cases made for each door being the "front door" with a sign-in reception area.
  - **Decision:** not to limit to one door, but keep both available, and see where traffic flows.
- Doorbell will be added to both doors, with different rings for each.
- Sign-in reception desk is needed for each door.

### Shop Camera (for website)

Where to put it, should there be two?

- **Decision:** Yes, two. One in Craft, one in the shop
- Shop cam hangs from beam above double glass doors, pointing into the shop. Clean Room cam should be at ceiling, between front door and CoWorking Space doors.
  - 2 RasPi A's, 2 camera modules, Power adapters, SD cards, containers = \$?
  - Just buy wireless webcam?
    - Timm and James will figure it out and get back to board/membership.

### Second RFID System

- Discussion of the value of one RFID entry door vs both doors, latch vs magnet, etc.
  - Some concern expressed about the glass door being yanked on while locked at the top corner (and thus torquing it). Others replied that tempered glass is probably strong enough to handle that.
  - Point brought up that having two separate RFID systems offers a backup entry should one fail.
- **Decision:** move the current magnet system to the back door, return glass door to a keyed deadbolt entry for now. Investigate an electronic latch lock for the glass door in the future.

### Security Cameras

- A multi-camera live feed, saved for 2 weeks, for review in case it's needed
- Pros: have record in case tools are broken, huge messes made, someone hurt, theft/vandalism, he said/she said, etc. Not reviewed unless incident occurs. Also, cost savings on liability insurance. Cons: privacy
- **Decision:** yes, worth investigating for cost and planning installation.

### Couple Membership price

- Discussion on value of a “Couple Price”, whether the qualification should be married or ‘long term partners’.
  - Given newly legalized gay marriage, that removes a need for non-married alternative (as board would like gay couples to qualify).
- **Decision:** Yes, for married couples only. Spouse can receive a \$30 membership.
  - Note: this is a trial basis. If difficulties emerge from this, the board can reevaluate this policy.

### Split Board and Membership Meetings?

- Pros: keep boring operational stuff contained to a meeting, so members meetings are just quick updates, polls on big questions, and social/fun activities (show and tell, etc). Cons: two meetings a month
  - Note: board meetings are still open to any member
- **Decision** - monthly “Town Hall” meetings for social, discussion, and fun agenda.
  - Since these are not board meetings, and board members shoulder a lot of ‘job duties’ each month, it would allow them to miss the occasional Town Hall if official decisions are held back until board meetings.

### Fire Extinguishers

- Recommendation: 1 small CO<sub>2</sub> in Clean Room, 2 CO<sub>2</sub> in shop, 1 Dry Chem in Metal Area.
- John will talk with landlord about getting these installed.

### New Space Rules

- New close out procedure
  - Checklist needs to be written up and posted.
- **Space modification rule**
  - If a desired change is permanent, and/or would need to be repaired (holes over 1/4”, etc), involves electrical/plumbing, the person wanting to make the change should ask the community/board first. (Email members)
  - To make larger changes in an area, please consult Area Captain first (email).
- **Rules for use of materials**
  - If improving the space with materials - feel free to use shop materials.
  - If it’s your own project, small amounts of materials ok to use, but medium/large amounts should be reimbursed (donations box) or replaced.
  - Boneyard stuff is up for grabs to anyone.
- **Donations Rules**
  - Each area has a materials area. If a donation isn’t a material that can be used immediately, or a working tool, then it goes into the boneyard. It cannot sit around in other shop areas.
  - All boneyard donations should be labeled with a date. Boneyard will be periodically combed through and older stuff discarded.

## Promotion/Events

- Mini Maker Faire Kickoff (Karen)
  - Heather from Monona Terrace would like some sort of “spectacle” to kickoff the planning meeting for Madison’s MakerFaire. It’s Aug 21, 5-7pm (the Friday before our Grand Opening). Any ideas?
  - WORT
    - Access Hour: Sept 7th first option, Sept 28th second choice
    - Morning show interview Friday before Grand Opening
- Willy St Fair table and parade
  - Sept 20/21
  - For parade (free), pedal/rocket car (Karen)
  - **Decision:** Yes, pay for a table (\$60). Electricity - yes only if \$25 or less...more cost, no.
- Atwood Fair parade
  - July 25th. Crafters maybe?

## July 19th Board Meeting to discuss Advisory Board

- Check in via email to make sure that 3:30pm on July 19th still works.

## Shop Tools (issue postponed until next meeting)

- Review [current wishlist](#), refresh it.
- Schedule/point people on fixing the CNC Router

PS - take out garbage/recycling after meeting

## Minutes

19:09 - Begin. Membership and finances update.

19:10 - Liability insurance

19:16 - 501c3 paperwork

19:18 - Coworking space. Agreed on \$175 for 3 larger spaces, \$150 for smaller. On-time credit.

19:29 - Location of kid shelf/library

19:31 - Which is our main door?

19:40 - Webcam setup. Will have 2 cams, one in clean space, one in workshop. Will need to work out technical details.

19:46 - Luman renting coworking space

19:47 - Secondary RFID system. Will likely move it to backdoor instead.

20:00 - Fire extinguishers

20:04 - Married couple membership cost. Voted for \$50+30 for married couples, passed

20:18 - Member storage. Voted on mostly upstairs room, with provision for something downstairs, passed

20:26 - New closeout procedure

20:28 - New member orientation. Any permanent modifications to the building need to be discussed, including holes bigger than quarter inch. Reasonable materials usage.

20:47 - Rules enforcement. Board members should read over rules on wiki, discuss changes for new space at next meeting

20:50 - Splitting board/member meeting. Member meeting will be "townhall".

20:54 - Promotion events. Mini Makerfaire Madison.

21:01 - Parade banner for Willy St, and table is \$65

21:06 - Reminder of board meeting on July 19th

21:11 - Trash pickup

21:14 - Adjourned