

Board Meeting Agenda (and Notes)

Oct 20, 2016

Attendance: Tony, James, Grant, John, Timm, Dawn, Evan

Absent Board Members: Andrea

Treasurer's Report

1. Finances and membership (John)

a. Current members: 60, including 1 desk rental, 1 Google, 3 scholarships.
Doesn't include 1 (non-paying) alumni.

- i. Members gained: 3 since last board mtg
- ii. Members paused: 2 (Trevor, Andrew)
- iii. Members lost: 7 (Rhea, Jim W, Tim L, David K, Erica R, Rudy M (paused 3 months), Kate M, Bill Bl)

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

b. Reminder: New Membership Fees

- i. \$3 handling fee, starting Jan 1st. Not on 6/12 month payments
 - ii. [Wiki page](#) for reference. Also, let's post a sign:
 1. Entryway/guest welcome area, letter-sized sheet with info on membership levels/costs/fees.
- ⇒ **Motion passed** to limit all scholarship discounts to 10% of membership.

Old Business

1. Spending policy

- a. Tools wishlist survey was sent out to members. Once complete, will be turned into a list that can be ranked online.
 - i. We have our existing one [on the wiki](#).

2. Torrenting/Internet Infrastructure

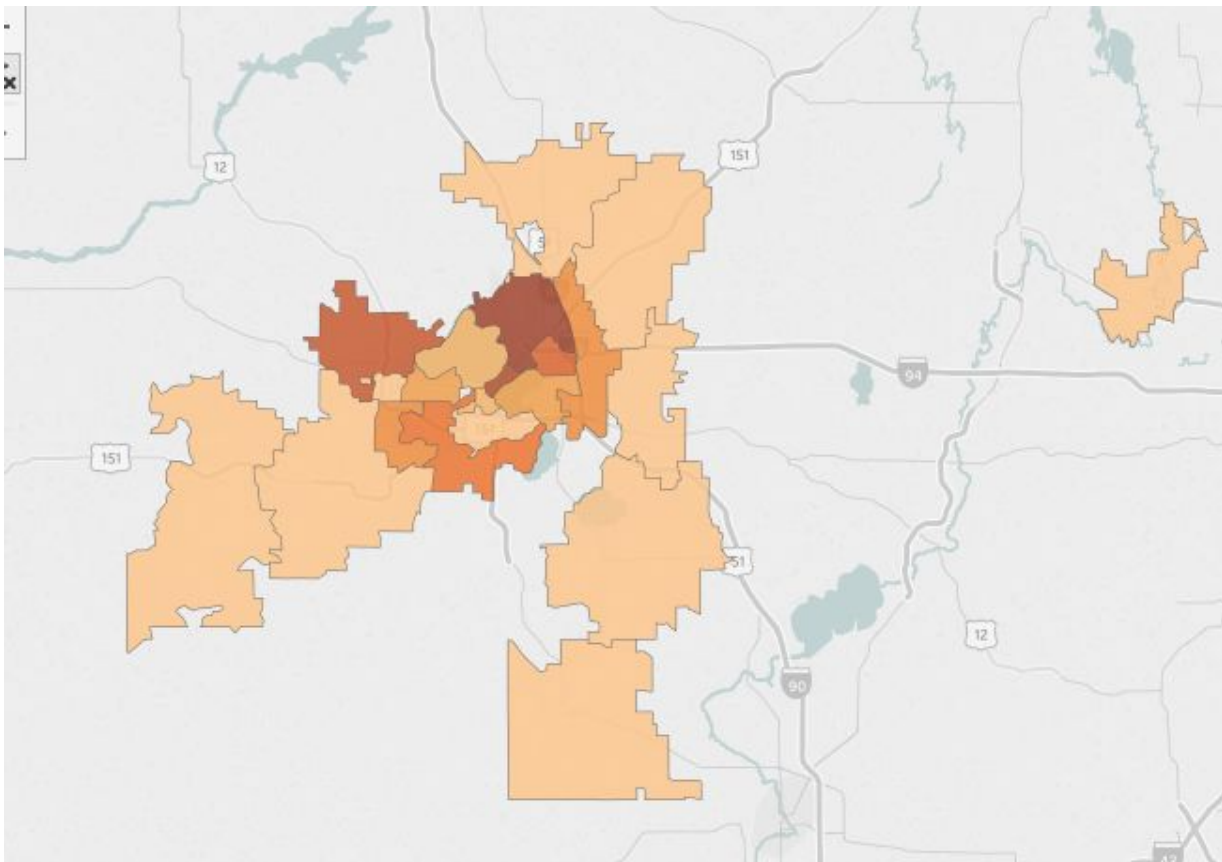
- a. Switch purchased? Yes! Will arrive next week.
- b. Grant/IT Team will install by Oct 31st.

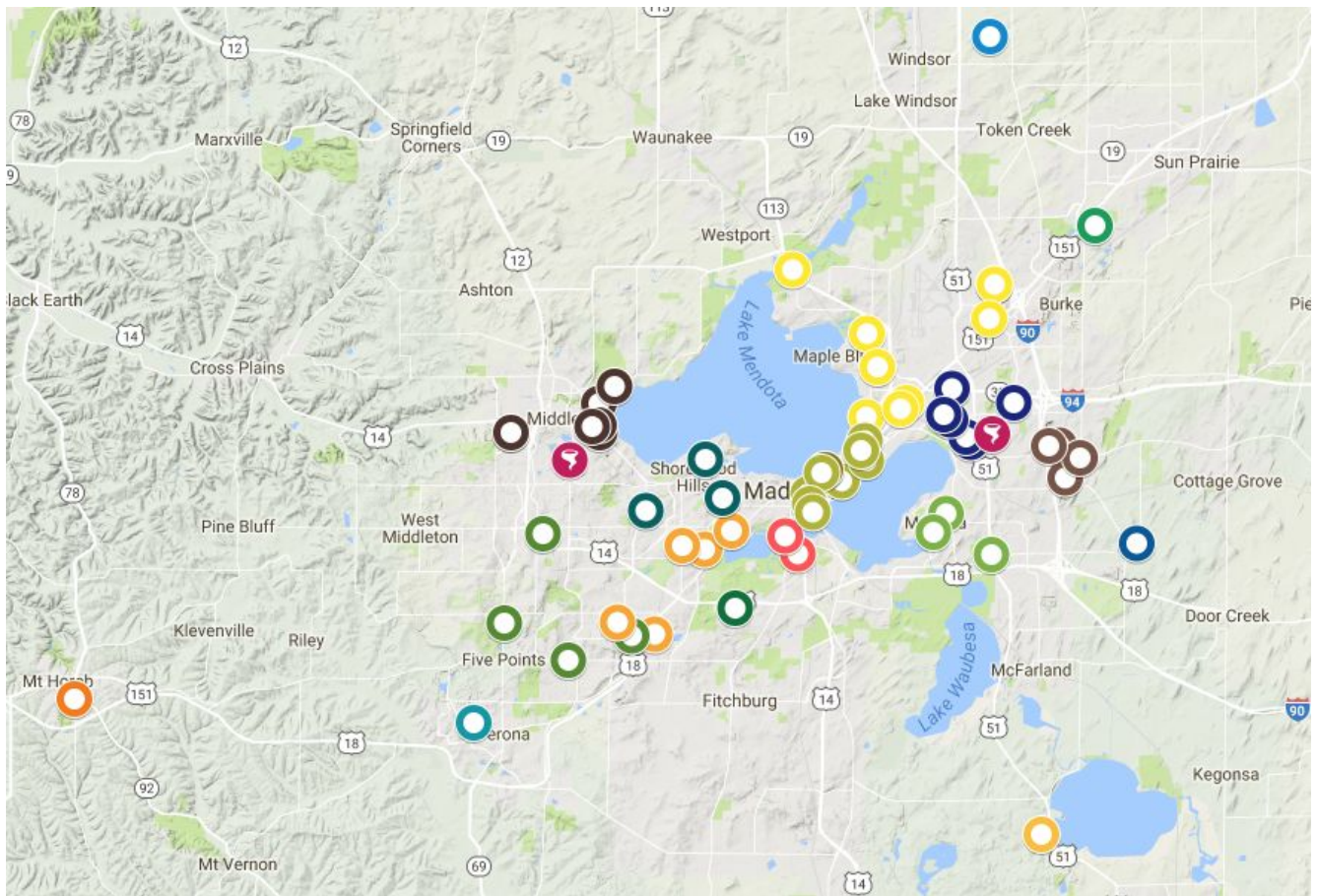
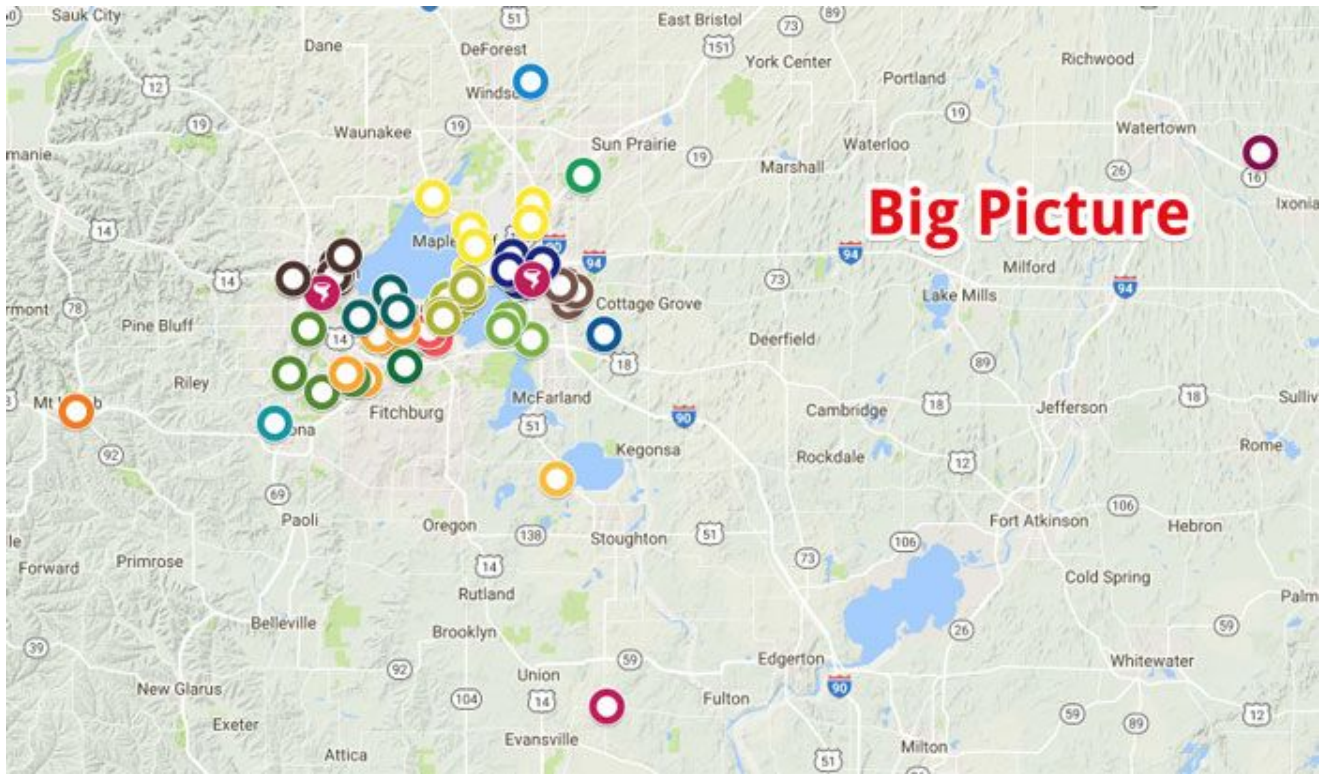
3. New home for CNC Router and Radial Drill Press

- a. Sent out an email to regional makerspaces, had 3 emails back in 15 minutes.
- b. John will set up a google group for regional makerspaces to do more of this.

4. Planning our next move

- a. Decide on target membership that would allow us to move (75-80 members works for 7,000 ft², 100 members for 10,000 sqft (with utils, insur, etc).
- b. John had tour of place across the street, quote \$4,700/mo for full space.
 - i. No walls, would need them built (separate clean/dirty areas, classroom, paint booth, etc). Has some electrical drops, will need more, esp 220v and 3phase. Will need networking cables run, and ventilation for Paint Booth and Laser Cutter
- c. Heat map of zip codes of members (see below)





5. Discount membership task-list

- a. Both a volunteer task list and Discount Membership Task List should be created, so that volunteers always have something to do.

- i. Clean floors, bathroom, tables
- ii. Gathering trash/recycling, take to rolling bins, bins out/from curb
- iii. Straighten and organize areas (hack rack, area storage, etc)
- iv. Dust out computers
- v. Sort recent donations
- vi. Materials sorting/dealing with (laser, wood, metal)
- vii. Shoveling snow
- viii. Updating wiki tool pages (get approval from Area Captain)
- ix. Making tutorials on the wiki (get approval from Area Captain)
- b. Miranda suggests creating a task list sheet, with sign-offs with dates.
- c. Karen suggests discount members send an email listing the jobs done for their 2 hrs, and include photo of completed task(s)

6. Process to remove a member

- a. Grant proposed a procedure on a [google doc](#)
- b. Board discussed and modified the document.
- c. Motion to accept final version of document was passed.

New Business

6. Treasurer starting to wear out

- a. Not immediately, but it'd be great to pull in help
- b. Wouldn't have to be for all tasks, could break it into "dues collection + paying bills" and "bookkeeper", which JE could keep doing as I understand our accounting software.
- c. **James offered to take over dues collection/deposits**, JE will keep bookkeeping and paying bills.

7. Policy for Member-Loaned Tools

- a. Should we have a written agreement? (Releasing members of liability related to their tools and spelling out the parameters of the loan)
- b. **Board says heck yes, Grant volunteers to write 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.**

8. Asset Management System

- a. Google spreadsheet will get cumbersome (some believe)
- b. Part of CRM?
- c. Create a standalone db?
 - i. Snipe-IT.com is a system created by Grant's friend
- d. Will discuss next month

9. Area Captains Wishlist for larger space

- a. To plan for the move, let's talk with area captains about their wishlist/grant items/space usage at a new location
 - i. Timm will talk with Area Captains to get their wishlist

10. Future Jobs Program Update

- a. Operation Fresh Start expressed interest, coming to visit the shop with a crew soon. They might have money to bring to the table.
- b. Fund-raising: classroom/design studio, with 6 computer stations with Fusion360, Inkscape, Adobe Creative Suite, etc

11. Incentivizing Engagement & Leadership

- a. Documentation: when members create an Instructable or blog post, they get \$5 (cash)
 - i. No decision.

12. Area Captains and other key jobs

(Community Builder? Communications Dir?): half off membership? Would come with increased expectations, and ideal if they'd sign an agreement to fulfill them.

- a. Shop Captains attend most Friday nights, Clean Room captains most Mondays
 - b. Monitor tools for working order, bits/blades sharp, etc
 - c. General cleanliness
 - d. Good signage
 - e. Answer emails to their area account
2. **Board decision: No.** The level of money incentive isn't enough to make it work.
 3. Next month: write up a list of duties, then meet with current captains to check in and ensure they're still willing to perform them.
 - a. Separate maintenance duties, sign-offs on tools, teaching tool use, area decision-maker

13. Business Discounts

- Businesses could donate employee time (to teach a class?), as we're a charity
- Also, can board set some parameters for offering discounts to businesses as Corporate Membership
- Bumped to next month

14. Swag budget

- a. Vinyl bumper stickers (hand out to new members)
- b. T-shirts (byo t-shirt day and screen printing. Offer caps for sale)
- c. Car magnets, Tote bags (wider, flat-bottom ones)
- d. Bumped to next month.

15. Where to find promotional photos and text

- a. There's a PR/Promotion folder on google drive, please add to it
- b. Also, we can pull pics from [Facebook](#) and [Instagram](#)

16. Let's do big projects vs big events

- a. Greater sense of accomplishment and joy
- b. Helps prevent burnout
- c. Things we can take to Faires, etc

17. Better Outreach to Underserved/Underrepresented Groups

- a. Suggestion to make specific outreach and do specific marketing pieces aimed at women, LGBT community, and people of color
 - i. In places where traditionally underserved/underrepresented makers hang out
 1. Eg sewing shops, textile arts, yarn/knitting shops, etc
 2. LGBT places..? Partners?
 3. Places for people of color? Partners?
- b. Ran out of time, bumped to next month.

18. Develop a marketing plan

- a. Hey, we talked about getting together a group to do that...
- b. Ran out of time, bumped to next month.

19. Education Committee

- a. Carolyn said she'd create/facilitate this, but has been busy and will be until January. Tony is also interested, and had a busy summer too. Leslie Iwai (new member) also interested.
- b. Ran out of time, bumped to next month.

Minutes

7:02pm - Begin. Financial update.

9:01 pm - Motion to adjourn. Motion passes.