

# Board Meeting Agenda (and Notes)

November 17, 2016

Attendance: Timm M, James P, John E, Grant D, Evan U, Dawn C, Sean G, Will M,  
Absent Board Members: Andrea, Tony

## Treasurer's Report

### 1. Finances and membership (John)

- a. Current members: 56, including 2 Google, 2 scholarships. Doesn't include 1 (non-paying) alumni.
  - i. Members gained: 3 since last board mtg
  - ii. Members paused: 2 (Leslie, Andrew T)
  - iii. Members unpaid, no email: 3
  - iv. Members lost: 4-9? (Trevor, Andrew O, Vidal, Phillip H, plus non-payers)
  - v. Scholarships requested: 2 (\$25/mo ea)

**---> 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. Existing Scholarships→Starving Hacker discount (\$25/mo) Jan 1st.
  - iii. [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.
- c. FYI--MG&E bill in Jan 2016 (which covered Dec) was \$392 - let's keep this in mind when projecting costs, both for this winter, and future winters in a new space.

## Old Business

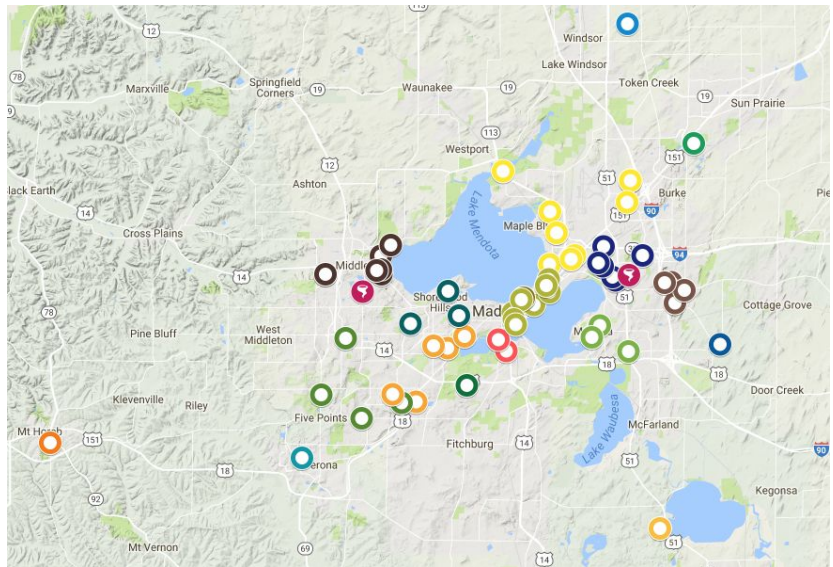
### 1. Spending policy

- a. Tools wishlist survey was sent out to members, will be turned into a list that can be ranked online.
- b. Nine responses:
  - i. paint booth, vacuum former

- ii. slip roller (x2 votes), sheet metal brake, sheet metal shear, beverly shear, hydraulic metal punch, powder coating oven, tubing bender, plasma cutter
- iii. industrial/leather sewing machine, pottery wheel/kiln, jewelry-making tools
- iv. saw-stop table saw, cnc router, scroll saw
- v. larger/stronger laser cutter, resin printer
- vi. Hot air solder rework tools, better task lighting
- vii. A mop and mop bucket
- viii. Bike repair work stand
- ix. Pallet jack

## 2. Standing Item: Summer Move

- a. Target membership: 75-80 members for 7,000 ft<sup>2</sup>, 100 members for 10,000 ft<sup>2</sup> (with utils, insur, etc).
- b. \$1,200 moving funds saved so far (Sept-Nov)
- c. Place across the street has been rented already.
- d. Start talking to real estate agents?
  - i. Yes, and Timm is doing that.
- e. Member map:



## 3. 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. 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. Myranda 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)

#### 4. 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 last month.
- b. Grant volunteered 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.
  - i. Who?
- d. No decisions made; tabled for next month

#### 5. Area Captains Wishlist for larger space

- a. General
  - i. Chemical eye and face wash fountain
    - 1. Cheap version, large saline bottles
- b. Metal
  - i. Overhead electrical drops
  - ii. Overhead compressed air drops
  - iii. Multiple 220V outlets for multiple welders
  - iv. Separate forging area
  - v. Better lighting
  - vi. Fume hood
  - vii. Sheet metal forming tools: shear, brake, roller (these could be a combined unit), English wheel, turret punch, pipe benders, Beverly shear, pounding bags and hammers.
- c. Woodshop
  - i. 3 phase power
  - ii. 220V outlets
  - iii. More outlets to avoid sharing between tools
  - iv. Dust collector 5+hp with 18" + impeller, either filtration setup down to 0.5um or vent directly outside (probably preferable)(both of these are post cyclone), automatic blast gates, 6" duct work that drops to tool size at each tool. Personal preference, it would also include a floor sweep.
  - v. Jorgensen clamps. About 10 of each 12" and 8"
  - vi. 4-6 workbenches, 30"x50"x4" tabletops with 3/4" holes for benchdogs and a big bench vice on the end

- vii. Panel cutter for ripping plywood
  - viii. D downdraft table with 3/4" intake holes
  - ix. Wood storage area; sheet rack and long stock sections
- d. Craft
- i. 3 phase power
  - ii. Leather sewing machine
  - iii. Longarm (need 10 linear feet of space)
- e. New areas:
- i. Ceramics - kiln, wet wheel, drying shelves
  - ii. Glass torch work - bench, lights, fan?
  - iii. Powder coating - booth & oven. Could be same area as paint booth
  - iv. Bike/electric vehicle/powerwheels area - benches and basic power
  - v. Jewelry making/small metalworking - benches, torch area
  - vi. Vacuum Forming - stand alone, but needs power (depends on the unit)
  - vii. Plastics - strip heater, benders, plastic welding? - could be with 3D printing or not.
  - viii. Large paint booth with outside venting

## New Business

### 6. First Aid Kit/etc

- a. Karen bought supplies last night, good mix of supplies
  - i. Group suggests adding an eye-wash kit, burn ointment
  - ii. Plus a box/cabinet to store them and provide access

### 7. Change the Camera to Always-On?

- a. It's so rarely on (Open Shop nights), not sure it serves much value. What if we just left it on?
  - i. Board felt that wasn't right at this stage
  - ii. Alternatively, setting it to automatically turn on from 6pm-10pm on Monday and Friday
    - 1. Will do, says Timm
  - iii. Also, we can modify language on website to NOT say "we're open when this is live", so members could choose to turn the camera on without it being an invitation for visitors

### 8. Asset Management System

- a. Google spreadsheet will get cumbersome (some believe)
- b. Can be weave it into CRM?
- c. Or create a standalone db?

- i. Snipe-IT.com is a (FREE) system created by Grant's friend for asset management
- d. Sean and Will are interested in exploring options for this. Are forming a committee, that will explore options and report back
  - i. Sean has a Trello board with his thoughts on a db infrastructure, that members can look at

#### 9. Badger Woodturners Partnership

- a. They're willing to teach classes (tool-making, turning, etc), provide a demo (meetup event) to get interest, and give us advice on our tools
  - i. Board reacted positively

#### 10. Future Jobs Update

- a. Met with Operation Fresh Start, interested, would like to start with doing occasional "workshops" at the space, during occasional weekdays (8-3pm)
  - i. Board reacted positively

#### 11. Can 16-17 year olds be here without a guardian?

- a. Proposal: 16-17 year olds can be here unaccompanied by an adult during public events, provided that they can get here and leave on their own. They are responsible for upholding the Standing Rules, and can be kicked out if they violate them.
  - i. The board approved this motion. It was suggested that we run it by the membership to see if there are major concerns.
  - ii. The liability release form (on the entrance kiosk) will be modified to ask everyone to verify that they are at least 16 years old.

#### 12. Incentivizing Engagement & Leadership

- a. Documentation: when members create an Instructable or blog post, they get \$5 (cash)
  - i. Tabled

#### 13. Area Captains' duties

- a. Discuss a list of duties, write it up and meet with current captains to check in and ensure they're still willing to perform them.
- b. Separate maintenance duties, sign-offs on tools, teaching tool use, area decision-maker
- c. Tabled

#### 14. Host website on commercial site?

- a. Timm's "Bus Factor" is getting large (If he were to be unexpectedly incapacitated, how much of our operations would be difficult to continue without him)

**b. Board votes yes to host our website commercially.**

- i. Linode: \$10/month for 2GB virtual server
- ii. Timm and Grant will do the research

**15. 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)
  - i. Board ok with spending swag money if it will be reimbursed via sales.
  - ii. Favorite swag: bumper sticker
    1. Board says ok to use Bodgery funds to purchase these, as inexpensive, easy to sell.
- d. 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.

**16. 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. Tabled until next month

**17. Develop a marketing plan**

- a. Hey, we talked about getting together a group to do that...

**18. 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.

**19. Approve Evan for Board Membership**

- a. Board approves.

**Minutes**

7:10pm - Begin. Financial update.

8:30pm - Motion to adjourn. Motion passes.