

# Board Meeting Agenda (and Notes)

January 17, 2019

Meeting called to order at:	1857
Attendance:	Tim, Dawn, John E, Gaelen, Jay Larson, dwight
Board members present:	Grant, Sean, Luke, James, Sylvia, Cassie

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

Treasurer's Report: Board approves after discussion on various items.

## Member comments (10 minutes)

Jay - question about studio space in new space.

~6\*8 ft, about \$175 total including membership

Wanting to build a project that would exceed space size. Can we be flexible on space size in terms of total square footage? Would need to speak to area captain where the studio space is going to be located.

Addressed outfeed space in new space.

Dwight - Consider a sanding booth in the wood shop?

Gaelen - Wants to utilize historical financial data to plug into a report he has compiled that he feels will help make future financial decisions.

1. Board needs to have a discussion since the data requested is sensitive.

## Old business

### Moving Update

1. **OM Station, 901 Mayer Avenue**
  - a. On the recommendation of Jessie Augustyn and by the referral of Ken Bice, we have retained the services of Ethan Miller, a real estate attorney, to help us with identifying any issues with the draft lease for OM Station. The primary concerns are:
    - i. Our ability to make our own keys for members
    - ii. The legal status under the lease of our ability to rent microstudio space to our own members
    - iii. Limits on the types of chemicals and materials we can use in the space
    - iv. What types of improvements we can do without landlord approval (e.g., running network cable, hanging things on the walls, etc.)
  - b. Grant and John Eich met with Nate Ellis and Orlee Rabin on Thursday afternoon in order to discuss the above items.

- i. Orlee and Nate confirmed that anything requiring “Landlord approval” just requires an email to be sent to the property managers. They need this for a few reasons:
    - 1. They want to make sure we’re doing things properly (e.g., not drilling into a 4-inch slab to anchor a 1-ton machine)
    - 2. To keep the OM Station security staff informed of what to expect in our space
    - 3. To be able to notify MG&E, the fire department, or other first responders of what to expect in the event that they need to resolve an emergency in the building and they can’t get ahold of us first
  - ii. They were fine with Microstudios, suggested a hazardous chemical list, and language changes that allows us to make our own keys. The draft lease has been marked up to reflect these agreements.
    - 1. OM may have a fire rated cabinet for certain fluids/solvents storage.
    - 2. Create a MSDS Binder - Members will need to identify and print off sheets for chemicals they bring into the shop
    - 3. John E - Policy revision regarding and activating it now.
    - 4. Dawn - 2 cabinets - one for flammables and inflamables.
    - 5. Gaelen - Paint Booth permits - Grant suggest asking to put it in the build up. Luke- We will not likely hit the regulated limit, as this is regulated by average release (ppm).
  - iii. Action items for this meeting:
    - 1. Review [https://docs.google.com/document/d/1\\_4AGWrIPrNrT3nvHV8EUQzT2g3Ww3dgzdkcuOHOzK9s/edit#](https://docs.google.com/document/d/1_4AGWrIPrNrT3nvHV8EUQzT2g3Ww3dgzdkcuOHOzK9s/edit#), update Exhibit B-1 with any additional changes we need made, and send it to Daniel Rabin and Nate Ellis for their final approval.
    - 2. Decide whether this version of the lease is sufficient for members to vote on for final approval.
    - 3. Board vote to release copy of lease to membership for review by noon 1/18/19 - Passed. Ask membership to review it and anticipate a short voting window once final version is back.
    - 4. Grant to send updated copy of lease to Rabin tonight.
    - 5. Luke to gather MSDS for likely chemicals used in the space, provide to board/grant by 4/1/19 (for submission to Rabin)
    - 6. Host Shop wide meeting, asking membership with questions/concerns to come to a meeting on 1/23/19 @1900
  - c. The survey results for microstudio space interest indicated that we had 8 members interested in full studio spaces, and 2 interested in bench space (1 microstudio divided into 4 units).
2. **Northside Town Center**, between 2901 and 2911 N. Sherman Ave
- a. We are currently working on a LOI with Rockwood Realty for the space at NorthSide TownCenter.
  - b. The LOI so far has dates starting in June 2019, at \$6/sqft, NNN at \$3.50/sqft, with only 2% increase in rent per year. They’re OK with a 7 year lease.

- i. Amount of space needed. I put 10,000 sqft in. There is 14,000 sqft in total with a possible 2-3,000 additional next door. (we're now allocating with intent for full 14k, as MCP hasn't been in frequent contact with them.)
- ii. Term of lease. I put 10 years. (they said they're ok with 7 year)
- iii. Lease rate. When we spoke last the amount was \$6.00 per sqft NNN
- iv. TI amount (if any). Will the landlord be required to lend you money for additional build out?
- v. Landlord work. Obviously the space will need a lot of work, what specific work would you be requiring of the landlord. The more specific the better, so the landlord can get an accurate bid for the work.
- vi. Luke created possible mock up of space - lots of unknowns yet.

### 3. Location comparison document

- a. <https://docs.google.com/spreadsheets/d/1WIXtoCX2HHsFmdqV2hf34gRCaOA8OJyH0m2Jo0dYZsE/edit#gid=0>

### Orientation/Onboarding committee report (10 minutes)

#### 4. Report from James

- a. James acquired a read-only API, so that Erik could start building something now. That allows us to build what's essentially a (parallel) dev/test version now, so that it'll be ready once we move. A meeting was scheduled for Monday, Jan 7 at 6pm to discuss this.
  - i. How did this go?
    - 1. Rescheduled due to illness

### Formalizing/adding direction to donation process

- 1. [Treasurer] Is there a better way to handle donations? There doesn't seem to be a memo line for consumables (through our donation page), e.g.
  - o Paypal form needs to be edited - Sean and Grant to do.

### Creation of an Accomplishments page

- 1. [Treasurer] would anyone like to help me come up with an 'Accomplishment page?' highlighting how many people we've helped - guests - projects - Ways we've improved the community? Just a one or 1/2 page summary. From there it's easier to apply for grants / funding. (update: see John's email, example from other maker space (their annual report))
  - o Everyone interested to start a group chat in Slack. JE is interested!
  - o Sean to set dates to coordinate this with other people

### Google funding is over.

- 1. [Treasurer] I will have a report next meeting
  - o Place a shout out on web site to Google - John E will post it if Gaelen writes it up.

### Suggestions for formalizing our purchase process:

- 1. Though the board has been operating in this way for as long as [Grant] can remember, he would like to see it established as formal policy in the wiki:

<https://docs.google.com/document/d/1FLUPLGg0d-D21oRV375PkEsiX1xHaCdTIdaeOgDHt1U/edit>

- a. Various suggestions were made for changes.
  - i. [https://docs.google.com/document/d/1kIIE8IaSFa9KVJVQ4pZ\\_MQblgSEKI\\_VLkxu7iOFr6bwA/edit](https://docs.google.com/document/d/1kIIE8IaSFa9KVJVQ4pZ_MQblgSEKI_VLkxu7iOFr6bwA/edit)
  - ii. Changes approved, budget to areas to be determined after area captains meeting in Jan.
    1. Not able to be accomplish
  - iii. Revisit in Feb

### Re-assignment of Social Media duties? (5 minutes)

1. John Eich has volunteered to help with this; we would still like to find 2-3 others to assist.
  - a. Grant had a response, to forward that info to John

## New business

### Recap of Community Meeting

1. What are the actionable items from that meeting, that can be done now?
  - a.
2. Create a yearly practice of Community Survey and Community Meeting.

Redaction of financials in the published board meeting notes - treasurer's report minus total number of members/lost/gained. Voted and passed

Does the board want to make available business sensitive data, as defined as anything on the financial report, upon request to community members?

We do not release raw business sensitive data to non-board members except in causes to board designated financial professionals. Voted on and passed.

Iron Pour - At Crucible. Grant will send an email out to membership

Meeting adjourned at: 2055