

Board Meeting Agenda (and Notes)

April 18, 2019

Meeting called to order at:	
Attendance:	Roger, John L, Dwight, Randy
Board members present:	Grant, Sylvia, Cassie, Ken, James, Luke, Sean

Treasurer’s Report

Member level composition

Current members: 153, includes: 101 Regular; 12 six-month; 2 twelve-month; 16 Student; 12 Seniors; 4 Starving Hackers; 1 scholarship; 4 family/spouse; 1 Premium. Not counting: 9 pending; 2 unpaid keyfob. (4/18/19).

Membership Growth

Since the last report we’ve added 6 new members, and lost 12

---> 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)

Old business

Has letter from landlord been addressed yet? - Follow up with Grant

1. I called Kathy, she was looking to the amount.
2. Her suspicion was that that amount is for January and February.
3. They will probably issue new bill

Moving Update

1. **OM Station, 901 Mayer Avenue**
 - a. Lease has been signed.
 - b. Dust collector to moved.
 - c. Update from 11 April meeting:
<https://docs.google.com/document/d/1LH3G4sIXoDJVii2vfUZrsAExM9euHP1hSMlvitWlo/edit>
 - d. Electrical build-out:
 - i. We're having trouble finding an electrician who will pull the permits and then sign off on us doing the work. Their insurance companies won't let them sign off on work they didn't do and have it covered under their E&O/Liability insurance.
 - ii. We're probably going to need to hire an electrical contractor
 1. Option 1: bid out the electrical buildout with KVA Electric and another electrical subcontractor
 2. Option 2: ask Westphal to price out our build plan as a change order; if reasonable, use the remainder of our Tenant Improvement allowance as a partial payment, then write them a check for the rest.
 3. Other options?
 - a. Sean L is on verge of Master's per Dwight. He will have to have personal liability insurance though, which comes with a large deductible.
 - b. Roger says management of Unique Inc out of Waunakee is very excited about the Bodgery - wine and dine them for possible \$\$
 - c. Ken asks about taking out a loan. Can we afford to cover the interest on a loan post move and should we?
 4. John L proposes he and Grant sit down with Westphal and break out the electrical into phases, obtain quotes for these. Grant says rather find the money to make it all happen at once.
 5. Grant will send document to Mike O'Shea at Westphal
2. Updated Move Plan:
https://docs.google.com/document/d/1_UJsYnbtOxCA9WH5Ly48Ko-BaG8kXFtxNWjbadQufEc/edit
3. Move delayed due to door installation.
4. When do we want insurance to take effect - extend the insurance at Roberson Rd to cover OM Station so we can move our items there.
 - a. Insurance will be extended to cover OM Station starting April 19, 2019.

Orientation/Onboarding committee report (10 minutes)

1. Meeting occurred - Tim is working on software for this, feels it is in a good place.
 - a. Set up a second meeting

Grant proposals/Pursuing outside funding

1. We have signed a contract with Sarah to start pursuing funding opportunities.
2. Current grant options:
 - a. Alliant:
<https://www.alliantenergy.com/CommunityAndStewardship/CommunitySupport/GrantsAndCommunityPrograms/CommunityGrants>
 - b. AmFam (Tom Sundling's employer):
<https://newsroom.amfam.com/american-family-insurance-dreams-foundation-2019-grant-portal-opens-today/>
3. Report from Sarah:
 - a. Working a couple of different ones
 - b. Spoken with John about various programs that can be done at the Bodgery, but what people want when you are applying is an actual plan
 - i. I.e. - free electronics classes for kids with a specific budget.
 - ii. Provided a platform for guest lecturers/teachers in lieu of discounted membership
 - iii. Concrete proposals for workshops and classes at the shop
 - iv. DaneNet - we would love to host, but we need a working classroom to make this happen. - Will need more than just DaneNet
 - v. Basic automotive maintenance workshops
 - vi. Sarah says vocational training is super big right now, in addition to STEM.
 - vii. Partner with MATC to provide "Taste of..." classes - welding, etc
 - viii. Sarah to speak to area captains about these ideas, see who has ideas for potential programs to pitch.

Giving notice of intent to vacate at 4444 Robertson Road

1. We need to give 60 days notice. March 1st will be our cut off for when we need to give notice.
 - a. We gave notice on March 1st. However, given current status of OM Station build-out, we now have the option to remain at Robertson until at least June 1st.

Create Google Drive organization committee

Needs to involve people who have long term experience with this drive
John E, Sylvia, and Grant
Tabled till future
They have set a meeting to discussing this, Monday, April 22

Price estimates on New machines - Dawn

1. Jenn - Owner of Electric Needle will extend an Educational level discount to the Bodgery to replace the outdated machines, and allow us a shop owned embroidery machine (would allow Di to take her machine back)..
2. Dawn wants three machines total, presents estimates for a variety of four total
3. Prices are good for several months.
4. Luke has estimate and will send out to Board Slack
5. Dawn discloses her conflict of interest, provides names of alternative machines and closest dealers for these machines.
6. Tabled till we have an idea what electrical is going to cost us

Offer for employ as Janitorial services - Roger

1. Roger is willing to work 1-2 hours/night in each section so each section gets a clean up each month in lieu of discount on microstudio
2. Luke proposes this be discussed in Board Slack since this needs to be discussed in further detail.
3. John suggest Board creates a task list and Roger gets right of first refusal.
 - a. James likes this idea
 - b. Luke moves to by the end of next week, Board discusses all details
4. Board will type details up into a document to share with Roger

Microstudios

1. \$125/studio is the proposed price and was what was proposed to membership (this does not include membership ~ \$175 total with a full-price membership).6*8 spaces
2. Minimum term on agreement between member and shop
 - a. James proposes no less than three months, up to 6
 - i. Boards votes for a 6 month minimum lease on studio spaces
 - b. Payment considerations
 - i. Pay up front or month to month?
 1. Luke says this places the legal onus on us to follow up if they stop paying for studio space.
 2. First and last month's deposit/security deposit
 3. Board votes to require first and last month rent when signing microstudio lease.
 - ii. How do we handle yearly membership payees with studio space? -
 1. Sean says set up second recurring paypal payment that is outside WA for people who make the yearly payment
 - iii. Discounts on long term studio space rental -
 1. Board votes lease rates will be fixed for the term of the lease and will not reflect any discount.
 - iv. Studio space in specific areas
 1. They are offered choice on a first come first serve basis (based on the interest list), lottery, or assigned.
 2. Exception will be member who wants two spots that do not fit the parameters we have set for studio space.

3. Motion is to do our best of compiling a list of who asked for a space based on when they asked for one and go from that list. We offer contracts in this order.
 - a. https://docs.google.com/spreadsheets/d/1ITfM56ihxUhfUtBRBTZo-RbXy18EsrFuaxE_zP6ahMw/edit#gid=0
4. Do we make the person sign the contract before moving on to the next person
 - a. This would become a problem if someone does not come through.
5. Can compile this list now, but do not offer up spots till areas are taped
6. Board voted to compile this list based on solicited interest, notify people, offer contracts at later date once people are able to see space and locations.
- v. Are studio spaces going to be locked into the 6*8 or custom spaces?
 1. This is an initial decision to be reassessed later
 2. Board votes to lock microstudios into set parameters.
- c. Will need to compile a contract and send to interested members about 4 weeks prior to start date at OM.
 - i. When do we allocate the space to the person who will occupy it?
 - ii. First we need to allocate the space the studios will occupy
 - iii. Do we want to send people a copy of the contract to look it over
 1. Yes, maybe even post a copy on the Wiki for all to look at
 - iv. James and Grant will work on the contract for the studio space

Bench Space

1. 3*2 space with three locking drawers - \$40 go up to \$50 maybe
2. Grants says you could fit 3-4 of these into a micro space depending on how you arrange these.
3. Pricing - chop a studio into quarters? Build public benches and solicit interest in private bench.
4. Roger envisioned these in the Jewelry area. Table this until we get in there and see how much space we wind up with

Extra Storage -

1. Board votes to offer 1 extra cube of 8 cubic feet shelf storage space for \$10/month (2*2*2)
2. Remainder of this can be tabled till next Board meeting
3. ShopKo is Craig's Listing racks of personal lockers Roger to slack the links

Discuss renewal of member scholarship (Closed Session)

1. Tabled till next month when Grant is available, by Board vote.
 - a. Voted to continue scholarship for additional 6 months.

New business

1. Website overhaul - Outcome of Design Like Mad, Next steps
 - a. Do we need volunteers/committee to fill out our new website?
 - b. Need to generate new pages
 - c. First paragraph for each area from the area captains - Grant will ask for this at AC meeting
2. Webserver increase cost to purchase auto-backups?
 - a. After a recent downtime, Timm suggested we pay an additional \$2.50/month for automated backups of our server. This will help minimize downtime.
 - b. <https://www.linode.com/backups>
 - i. Board voted on and passed
 - c. Daily, 2-7 day backup, and a 8-14 day backup copy will be held by our webhost.

Meeting adjourned at: 2110