

# Board Meeting Agenda (and Notes)

July 18, 2019

Meeting called to order at:	7:00 pm
Board members present:	Sarah, John, Cassie B, Sylvia, Ken, Tim, Sean
Others present:	James, Roger, Dwight, John L., Doug
<b>Location:</b> <i>Due to extreme heat and no AC, the meeting was moved to 310 N. Midvale Blvd, Suite 301, an available conference room in an office with AC, wifi, etc. Membership was notified by email and slack on July 16th.</i>	

## Treasurer's Report

### Member level composition

Current paying members: 140, includes: 91 Regular; 1 scholarship; 8 six-month; 2 twelve-month; 16 Student; 14 Seniors; 3 Starving Hackers; 4 family/spouse; 1 Premium. Not counting: 9 pending; 2 unpaid keyfob; 1 overdue. (as of 7/18/19).

---> 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 Input and Discussion (10 minutes)

Discussion on rent increases or changes to member discount amount, money making ideas tossed about:

- Sarah has the idea of a "Gear Wall" to reflect donations (interactive exhibits like the Children's Museum).
- Sell swag
- We should have a strategic fundraising conversation at a later date.
- John L raises concerns about keeping static membership fees vs increasing them with inflation

Donation receipts? John L needs some of these. John E to post a link to this for members to utilize. Make sure it has letterhead or name/logo on it.

Question about what happened to the suggestion to have a design team create a corporate branding for us. - Since we received a free version of this via DesignLikeMad, we've been using that and have not moved on a more expensive version.

## Old business

### OM Station Build-out Update

1. Occupancy permit is waiting on:
  - a. Front vestibule doors being fully installed. Kraemer says they expect to have that done by July 25th, and possibly sooner. [waiting]
  - b. All electrical work completed and inspection passed [done]
  - c. All (our) new wall construction completed and inspection passed [done].
  - d. Fire inspection passed in Woodshop and Office. John E met with inspector July 16, about new issues:
    - i. Spray room will either need to be sprinklered and sheathed, or have the ceiling removed and be utilized for other things.
      1. [Done] Board decided to have the ceiling removed at the present. Will research options and make decisions about future spray rooms based on that.
        - a. Buy premade booth
        - b. Construct our own
    - ii. Metal shop must have tent taken down, and until proper, permitted ventilation is up and running, all welders and tanks must be stored off the premises.
      1. [Done] - stored in Suite D, with permission from Rabin.
      2. Will need to hire a designer for configuring ventilation system - should inquire about spray booth at that time.
      3. We could potentially pull the permits for us to do the work.
    - iii. Blacksmithing area must remove the forge and large propane tank until a 'permanent' area is selected, and either hard-piped natural gas is installed, or max 2gal propane tanks are used, and proper, permitted ventilation installed.
      1. [Done] - forge and tank were removed (stored in Suite D). Options will be researched, and presented to the board.
      2. Anything larger than 2.5 gal propane tank cannot be in our space.
      3. We can do this outside, but concern for cars to drive into it - we would put it in the chain link fenced area.
      4. Hard pipe nat gas to a location - FM wants permanent location.
      5. Could we swap spray booth and forge?
2. "Welcome" wall in clean room was converted to free-standing table with a tall back. It has not been started, and will need at least one other RasPi/monitor/keyboard station added.
  - a. Not designed or built yet
3. Studio agreement language needs to be updated with specs given by inspectors.

4. Networking cables might need to be moved off electrical conduit, but have passed inspection.
5. Internet installation
  - a. Spectrum is negotiating with Rabin for installation costs to the building. Then the work has to be scheduled, and completed. Then we have to run wires from Suite A to our server room. John E will haggle with Rabin over cost.
    - i. Spectrum quoted Rabin ~\$115/mo for 400/20 service. Also includes a phone, hotspot, wifi. Timm says to have them not turn on hotspot and wifi
  - b. In the meantime, we currently have Madison Wi-Fi, providing slow speeds but allowing basic functionality. Cost is \$20/month.
6. Water issues
  - a. Hooper has been sending scopes through the drains to assess, and they believe they have identified the problem: crushed pipe outside Suite B front door. This backs up the water in the clay drain pipes under our space, which leak, soak the soil, and emerge up through the floor. Hooper is scheduling the fix.
  - b. Front door access will be limited due to the need to rip up concrete - John to haggle for more free rent
  - c. If they do this, can we ask them to put in driveway curb cut.
7. Remaining Punch-list from Rabin's work:
  - a. Rabin will buy premium vinyl, using TI allowance. We'll need to install it.
    - i. Remaining TI balance is: \$2,808
  - b. Large doors to clean room are installed.
  - c. Non-working lights in kitchen/3D/office/woodshop were fixed by Doug, Dwight, and Ken. Hurray!
  - d. Mop sink is on us, external light over woodshop door likely on us.
  - e. AC isn't working, Rabin says their contractor is ordering and installing a new compressor. No ETA so far.
  - f. Classroom/clean room door is missing glass. Ordered, will be installed.
8. Banner for OM until official sign is ready
  - a. Grommeted banner or vinyl sticker - ordered? James to order
9. Cleaning supplies
  - a. Order them individually, or on a subscription? [Sean suggests: on an 'as needed' basis. Local subscription services require too high a minimum, but we could still order from them in bulk on an as needed basis
    - i. We will order a starter kit and then order supplies as needed - Roger will take lead on this.
    - ii. Need a supply cabinet near the bathrooms to clean up area
    - iii. Need larger trash cans in restrooms
10. Rabin requests higher liability insurance levels for damage to the building.

- a. Currently at \$100k. Increasing that to \$500k costs \$500 more annually, increasing to \$1m costs \$1k more annually.
- b. Nate suggested we send costs back to Rabin, and if they are much higher to negotiate.
- c. Needs more research and negotiation.

#### 11. Robertson Road

- a. Security deposit returned? Extra month billed also returned?
  - i. Have we received this? [Sean says: this was resolved and John settled it with Kathy via a call. Waiting for check.] **John will call Kathy G to check in.**
- b. Mail forwarding / Address change update (Sean and John)

### Google Apps migration

- 1. Completed? (Grant was working on this. Handoff?) **Reach out to Grant**
- 2. Google drive files moved, original file ownership switched to Bodgery, new file structure in place.
- 3. Emails switched (John E will need to close down current host by mid-August.)

### Passwords handoff

- 1. GSuite, Dunn & Bradstreet, utilities (leave that with Sean?)
- 2. Sylvia to become Treasurer in Training

### Standing Report - Grant proposals and other fundraising

- 1. Anything on the horizon?
- 2. Sarah looking at Berbee Grant - good for orgs receiving technology
- 3. Maker Ball - Fundraising event for us - month of October -
  - a. Roger proposes getting local maker spaces to participate - Whitewater, Rockford
  - b. Solicit interest from vendors
- 4. Bob Meyer - Son took job with company designing and building escape rooms - kid's escape rooms in class room
- 5. Maker's Haunted House
- 6. Local hobby guilds, clubs, and societies - rent out **clean room** on a firm schedule
  - a. Member would have to host
  - b. Creates exposure for us that could lead to us gaining memberships
  - c. If they wish to use areas other than clean room, there would be a fee to offset the inconvenience to members utilizing that area.

## New business

### New Member outreach

- 1. How to accelerate our member growth, so revenue projections get healthier
  - a. OPEN

- b. New areas opening up will draw people
- c. Shop brochures to leave out and about
  - i. Sarah has created one, needs to be approved
- d. Get the planned areas up and running -
- e. Auto shop would be a great draw. Given the code requirements, maybe do a cost-benefit analysis with additional members.

### **Board votes that happened on Slack**

1. Approving the contract and task list for cleaning and organizing services by Roger S, in barter for studio fee (July 13 and July 7).
2. Approval to buy two pre-hung doors for the office and 3D printing room (July 12).
3. Approval to change the class fee from "20% of teaching fee" to \$5/student (July 5).
  - a. Simplifies and allows teachers to recoup more
4. Approval to change the class discount for members from 50% to 20% (July 5).
  - a. Again, leads to greater revenue for teachers/shop
5. Approval of the studio contract constructed by Sean (July 5)
  - a. Update language with studio specs
6. Approval to proceed with using Madison Wi-Fi until our Spectrum internet service is operational (July 3)
7. Approval of an intent to create a Veteran's Discount (\$25/mo) once the membership reaches higher member counts (so cash flow is more positive).
  - a. 2 members grandfathered in
8. Board discussed and chose to remove the spray room ceiling deck, vs purchasing sprinklers and installation. (July 16)

### **Change language on WA related to discount membership levels**

1. Could we describe them as: "**If** you need financial aid, students, seniors, family members, (soon veterans) are eligible?" vs current "pick this level if it applies to you"?
  - a. Consider adding an option to increase your monthly payment to reflect a donation
  - b. Given the challenge of changing WA membership levels, can we add a "Recurring PP donation" button close to membership sign up?

### **Removal of unused membership levels**

1. Google employee, Former, Regular+Storage, Wandering Hacker - approved for removal.

### **Plans for Grand Opening**

1. Date is ... Schedule of milestones for planning...
2. Tabled

### **Overlapping Fairs - Milwaukee MF and Willy St**

1. Saturday, Sept 14 - Sunday Sept 15
2. Saturday in Milwaukee and Sunday at Willy St?
3. Have we registered for both? Not Willy St yet.
4. Milwaukee would want us for both days
  - a. Lack of display stuff to split between both events

- b. Sarah willing to take point on Leading Willy Street team if we chose to do both.
- c. Milwaukee Maker Fair will be downtown this year; parking \$30/day; difficult to get in and out; crowds will be smaller
- d. Deadlines/fees to register -
  - i. Mil - 8/1 We would receive free space being a Maker's Space both days  
Dawn is not setting up this year. We are already signed up for this, but can back out. Maybe just go for Sat?
    - 1. Lots of work with set up break down
    - 2. Appeals to Maker-centric folks, but not always local
    - 3. Energy expenditure surrounding Grand Opening
  - ii. Willy St - \$60, more local traffic surrounding opening dates
- e. Motion: prioritize Willy St Fair first, then Milwaukee MF - approved by Board.
- f. Second motion: to not attend Milwaukee this year - passed by Board.

**Meeting adjourned at: 21:11**