

# Board Meeting Agenda (and Notes)

September 19, 2019

Meeting called to order at:	7:02pm
Board members present:	Cassie, Sean, Sarah, Sylvia, Timm, John
Others present:	Dwight J, Roger S, Casey H, James P, Randy

## Treasurer's Report

### Member level composition

Current paying members: 183, includes: 114 Regular; 1 scholarship; 11 six-month; 5 twelve-month; 19 Student; 23 Seniors; 3 Starving Hackers; 6 family/spouse; 1 Premium. Not counting: 8 pending; 3 unpaid keyfob; 2 waiting on payments. (as of 9/19/19). We gained 38 members (!!!), and lost 5.

---> 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)

Randy - Request Board consider renting out a few 2x3 foot space (for placing a portable cart that contains personal tools) that will be parked somewhere in the shop. Small size studio for members. Max suggested rent - \$50.

It would occupy about \$20 of extra storage space - Fee set at \$24

Line against wall in what was going to be autobay - how much space will this yield - measure and divide it up with 2x3 the low end.

Cons - Cart sizes differ

How much of the Bodgery is now private space? -

Limit the number and manage the percentage of space that becomes private.

We need to set a hard cap on this - to be discussed at next meeting

Mobile carts can create extra clutter in open areas. (Alt idea static personal tool storage with carts for transporting items).

Roger - wood in the dumpster - Woodshop fills it up quickly

Need a bigger dumpster

one dedicated for the woodshop that we determine how to handle

Schedule an additional pick up

Two of the chairs in the lobby shed - get rid of them verses slipcovers

Need more paper towel holders around shop

## Old business

### Build-out Update

1. Final permit is waiting on:
  - a. Building inspection of the finalized kitchen, after the flooring, cabinets/countertops, sink, and appliances are installed.
2. We need a bid from a plumber for the shop sink and kitchen sink.
  - a. Stagecoach plumbing suggested
3. Doug is building kitchen cabinets, and hopes to have them (at least mostly) done by the Grand Opening.
  - a. Cost estimate: he's donating the wood, countertops, and labor, and is asking for reimbursement for the hardware. Estimates \$300-\$500 for hardware (drawer slides, hinges, and drawer pulls).
  - b. Motion to reimburse for up to \$500 - passed
4. We need to move the cabinets to the SALE area to clear out screen printing. Or drop them off at the ReStore.
  - a. Let Jim sell them?
  - b. Get them moved quickly out of the way for Grand Opening.
  - c. Tim will give \$50 for them - SOLD!
5. Welding update
  - a. We need an engineer's plan for the fume extractor as a solution to our welding needs. Emailed 1901 last week, and again this week, no response. Time to look elsewhere. NAMI was suggested by Roger. Other suggestions?
    - i. Pearson can do this in a month
    - ii. Need an engineer to tell the city what we are doing
6. "Welcome" area
  - a. Kiosk Raspberry Pi is working, but touchscreen either needs to be rotated in mount (to landscape) or someone willing to fiddle with settings to make it work in portrait.
    - i. James will try to readjust the settings
  - b. We also need another 1-2 setups, so they don't get clogged up.
7. Internet installation

- a. Still waiting on Spectrum trenching/etc. Josh, Rabin's property mgr, is pressuring them, but...Spectrum.
- 8. Security cameras installation
  - a. A few up, need more mounted.
- 9. Flooding happening again. Rabin notified, they asked Josh to look into it. No word back.
- 10. We have a physical key that opens all our people doors. Need to get a copy to go to USPS, FedEx, and UPS. Anyone know how to do that?
  - a. Tim purpose we give each of the board members a copy
  - b. We add three boxes to front of building for keys for each mail delivery services. Check their sites for specifications for the boxes.
- 11. Striping the fire lanes
  - a. James has striping machine and paint, we just need to set a time to do that.

## Signage

- 1. Peter L, former graphic designer, willing to make us 'area signs' and studio signs ("No Touchy"), using our branding. Donating time/skill, but would need reimbursement for printing them (corrugated poster boards).

## New business

Kiss

### Plans for Grand Opening

- 1. Promotion: press release sent out to most local media. Isthmus did a story last Thursday, WKOW did a piece Saturday night, 98FM dj's talked us up in the morning drive time, also in WI State Journal and Isthmus 'events' listings. Plus FB event, Instagram, and Twitter.
- 2. Food cart: Smokin Cantina willing to come with a minimum sales number (\$1,200). That's roughly 120 people buying food. Should be fairly easy with what looks like a bigger turnout.
  - a. James contacted Feed Kitchen, to see if any of their members might be interested.
    - i. Contingency plan if we cannot procure food cart.
    - ii. Sean motions to pre-approve up to \$500 for food cart- passed
  - b. Sheet cakes, cookies, and drinks
    - i. Estimate <\$200 - Permission given to Sylvia to acquire these items.
- 3. Activities
  - a. Silent auction
    - i. Set up on classroom
    - ii. Sylvia will register people





- iii. Cash, venmo, paypal
  - b. Lochlan and his girlfriend willing to do kids magic/balloon animals/face painting 12-2pm, as a donation.
  - c. Rich is a folk musician, willing to play kids music (maybe after 2pm?)
- 4. Let's get our logo printed on brightly colored paper, to be slid into plastic sleeves and attached via lanyard - as badges for members, so guests know whom to talk with
- 5. Friend of a member is a 'world class' photographer, who is willing to shoot it for free!
- 6. Also, two members who are video producers will be getting video during the event.
- 7. Reminder to Midwest Ceramics to put a table and banner in front of their space (and promote it to their members) at the same time.
- 8. Be great to track numbers of people - clicker?
  - a. Clicker shifts

## **Fundraising and Outreach Proposal**

1. Casey H and Caleb F do business development and fundraising for their living, and are willing to work on a percentage basis for the Bodgery. They presented a proposal to the board.
2. Proposed Compensation Structure
  - a. Cash Donations and Corporate Memberships:
    - i. 30% first time, 20% recurring.
  - b. New Tools
    - i. Still trying to figure out how this would work.
  - c. Member Drives
    - i. Flat \$25 on one-time signup based on an affiliate tracking number or coupon use. We understand there may be some growing pains so we may not want to do this or revisit it later.
      1. How does this get tracked - coupon codes or affiliate links
      2. They are familiar with Wild Apricot
  - d. Grant Writing
    - i. 20% + (any submission fees or processing fees) of the total amount granted.
    - ii. Education is popular
  - e. Working in veto power for board and area captains for items they are able to procure
  - f. Can we have a trial run?
    - i. Possible
  - g. Access to CRM
  - h. Sarah okay with formally ending her grant writing contract - yes

- i. Put something in writing
- i. They will send a contract for us to review
- j. Best method of communication for them
  - i. Slack fundraising channel

## Outreach for The Bodgery / Four Steps

#	#	#	#
01	02	03	04
BUILD	ORGANIZE	CONVERT	REBUY
			
Discover the needs of the Bodgery, build media and/or other advertising materials as needed. Work with the board to ensure all media is up to the Bodgery's standards.	Using a customer relationship manager (CRM), we organize each donor and donation into a database for easy communication, automated tax receipts, and simplified future campaigning.	Starting with existing contacts, we reach out and link as many donors with The Bodgery as possible. We ask for in-kind donations, cash donations, and run corporate membership drives.	After a donor pool is built, we work on creating recurring, beneficial relationships. Donors are offered opportunities to re-donate and/or contribute to a recurring fund. We typically use this step to build out specific funds.

### Vacuum Former

- Getting new price list together
- Price may be getting to the point where buying one is better than making one
- Budget \$3-3.5k
  - Cheapest option \$2,500 - sounds dodgy
  - Luke will get final quotes on the DIY build, and let the board know.

### Board votes that happened on Slack

1. Approved ...

## Studio Parameters Changes?

- Recent 8' solid walls in the shop feel like 'too much'. Can we grandfather, but create new policy for lower walls?
  - 5' - 6' max height?
  - Solid walls to set height of 5 ft
  - Table to next meeting - contracts and next meeting

## Standing Report - Grant proposals and other fundraising

1. Maker's (Costume) Ball in October?
2. Madison Maker Faire: Free booth. Want to go?
  - a. Sunday, Nov 24th, 10am - 4pm

## Shop Improvements

- Engineer's plan for Welding ventilation, plus City permit cost
- Front door wire routing connector purchased
- Electrical for 3d printing (outlets need to be connected)
- Electrical for all studios (s1-s9, c4-c5 + welcome area outlet)
- Shop sink, screen printing sink, and kitchen sink stubbed out.
- Anything else urgently needed?

## Mural

- We have two members that paint murals, and studio members that do as well. Monona just held a "street art" festival, putting up murals all over town - we could also reach out to them for bids. Location - wall above kitchen-->office windows. Can be seen from the street. Cost would likely be for paint, plus a flat fee.

## Area Budgets - Move to Slack and ensure it is discussed by Area Captains meeting

- If cashflow looks good on current report, it's time to give areas their budget
- How much? Different for areas that make their own revenue (3d printing, cnc) than not (craft, electronics, woodshop)?
- Discuss further with area captains at meeting (Sept 24)
  - Make sure to announce so everyone makes the effort to come

- Areas with their own revenue stream:
  - 3d printer (filament)
  - CNC (laser time, future router time)
  - Machining (use fees)
  - Metals (welding consumables, plasma torch time)
  - Screen printing (screens, media)
  - Mold making (generic consumables, like gloves and cups)
- Areas without their own revenue stream:
  - Craft
  - Electronics
  - IT
  - Library
  - Woodshop
  - Classroom
- Future areas:
  - Spray room
  - Vacuum Former (will have cost per pull, plus materials)
  - Auto?
  - Bike repair/mod

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## Printer

- Current one is color, which means it doesn't want to print when a color cartridge is low, even if black and white
- Replace with purely black and white model
- \$150, laser, black and white, also has scanning/copying mode:  
[https://www.amazon.com/gp/product/B0763ZCH7K/ref=ppx\\_yo\\_dt\\_b\\_search\\_asin\\_title?ie=UTF8&psc=1](https://www.amazon.com/gp/product/B0763ZCH7K/ref=ppx_yo_dt_b_search_asin_title?ie=UTF8&psc=1)
- Can probably sell current one for \$80-100
- Move into classroom?

Meeting adjourned at 2145