

Bodgery Board Meeting

February 3, 2022

Meeting called to order at:	7:07pm
Board members present:	James; Mark; Jack; John; Barrett; Mary
Others present:	Shauna Dinsart, Lydia Morris, Elizabeth Wu, Jay Larson

1. Board Vacancy Replacement Process

- a. Three applicants, confirm applicants wish to continue
- b. Request applicants provide statement for membership at large
- c. Provide statements and put to vote by next week
- d. **Vote:** Approve process
- e. **James:** motion to move forward with selection of a replacement board member from the applicants so far (Eli, Marta, Timm), putting them before the membership for a vote.
 - i. Motion passed unanimously.

2. Types of Volunteers

- a. Floating Volunteers: provide volunteer assistance on an “as-needed” basis
- b. Monthly Volunteers: Clean communal spaces, empty trash, organize tools/spaces (tasks that do not require supervision or direction)
- c. Resource Volunteers: Volunteers who have expertise with a particular tool/machine and are willing to provide maintenance/repair services in coordination with Area Captains
- d. Orientation Volunteers: Consider extending an invite to members to conduct orientations? For Bodgery or specific areas?
- e. Area-specific Volunteers: Needs identified by ACs

3. Volunteer Engagement

- a. **Proposal 1:**
 - i. Volunteerism is optional
 1. Challenge: may not get many volunteers
 2. Opportunities: gives folks agency
 - ii. Practically:
 1. Create a slack channel for volunteers
 2. Notify ACs and other Bodgery leaders of the space and to put out calls for volunteers for particular projects

b. Proposal 2:

- i. Volunteerism is obligatory
 1. Challenge: management; required to provide opportunities for 400+ members
 2. Opportunities: will weed out abusers of volunteer nature of Bodgery
- ii. Practically: Require "X" numbers of hours of volunteer work per quarter. Volunteer work will be tracked (proposals?) Failure to volunteer within parameters will result in notification by a Board member.

c. Proposal 3:

- i. Incentivize Volunteerism:
 1. Challenge: management; resource strain on the Bodgery and area budgets?
 2. Opportunities: May pull in more volunteers, could raise revenue
- ii. Practically: (1) Certain number of volunteer hours logged results in member having "credit" toward machines or classes (e.g., two hours on Tannewitz or welding rods); or (2) Certain number of volunteer hours logged results in discounted membership

d. Proposal 4:

- i. Monthly Bodgery Volunteer event (Jack)
 1. Include a sign-in, so that those participating get credit for the volunteer hours.

Notes:

- James: when we ask for volunteers, especially when it's a specific task, we get them. Mary, but we also need spontaneous volunteers as well.
- Mark: coming up with the list of tasks is a lot of work too. If we want to move toward more volunteers, we need to look at those logistics.
- Barret: true, to create opportunities for volunteering, there are a lot of logistics
- Mary: having one place to look at needs would be really helpful. Slack channel?
- John: we used a low-tech, note-card kanban board in the shop previously, and it worked well. Maybe a Volunteer Coordinator could serve as a bridge between the slack/digital version and in-person board?
- Mary/Barret: like that.
- Mark: challenge is getting folks to have a list of work to be done
- John: When we moved to new area we had a low-tech solution of a board of tasks to be done. The easier to do it, the better was the philosophy. Many of our users do not use slack.
 - Tasks; I'm doing it (w/name); have a volunteer manager bridge between the two of them
 - Kanban board

- James: come up with a process/system that if there is something for them to do, it is obvious for them what to do. We make it as easy as it can be to volunteer. PProposals 2-3 would be later down the road.
- John: When we discussed hiring a “staff” person, one path was to hire a volunteer coordinator (instead of a staff person to do everything for us all). Instead of finding one person to serve all 400 people, we find one person to help organize 400 people’s efforts. Identify a volunteer coordinator, match it with the KanBan system, and then that person manages it. This person could help with monthly work days also. Periodically check in with area captains about tasks they’d like to add to the kanban board.
- Jack: we could ask if one of the three Board nominees wants to be a volunteer coordinator.
- Mark: kick it off on slack first, then move it to the KanBan board. John: But it’s important to have that board quickly too.
- Barret: Let’s add the volunteer channel to the default channels for new members; cover using it in the general orientation
- John: 1) pick a location for KanBan board and start putting things up there (previously bulletin board near bathrooms). Three columns (1) To be done; (2) in process; (3) done
- James: Placement-east wall of the annex; create a date for request. James, first things we should do is what is on the to-do list, ask more than the area captains
- #thingstodo is an existing channel in slack. We can start brainstorming on this process there, and **add it to the default accounts for new members.** We can also invite current members to it as well.
- James: recommend providing weekly requests instead of requests as they come.
- John: wants woodshop to come up with a ballpark for the buildout
- Barret: Will work with Doug, Bob, Jim, and Jay to put together a list of rough materials for the woodshop buildout
- **Motion: The Board supports general fund spending for all area’s expansion costs, subject to existing approval policies.**
 - **Motion passes** unanimously.

4. Woodshop expansion request

Request from Bob M in #bodgery-expansion: three LED shop lights for the lathe area (one over each lathe)? \$18/ea from Harbor Freight with coupon. Is this from general expansion funds, or from Woodshop budget?

- a. **Approved by the board from general expansion funding.**

Meeting adjourned at 8:15pm.

Appendix: Makerspace Volunteer-System Examples

Port City Makerspace: <https://www.portcitymakerspace.com/volunteer/> (provides volunteer application forms)

Bellingham Makerspace:

<https://bellinghammakerspace.org/wp-content/uploads/2020/09/Draft-2020-Volunteer-Handbook.pdf> (provides volunteer handbook example)

Board Meeting Agenda (and Notes)

February 17, 2022

Meeting called to order at:	7:05pm
Board members present:	Mark P., James P., John E., Jack R., Mary B., Eli W., Barret E.
Others present:	Cassie B., Brian Br., Shauna D., Puja B., Kevin S.

New Board Member

- Introduce Eli Wu. Welcome and thanks for volunteering!! :-D

Treasurer's Report

All Finances

Member Levels

402 Total (Jan:406, Dec:410, Nov:404, Oct:382, Sep:375)

- The above Member Total includes people that haven't gone through in-person Bodgery orientation and people who haven't had key fobs reactivated since the Covid shutdown.
- There's 378 activated key fobs

Treasurer's Notes

- \$20,381 to Nickles Electric was paid Feb 1st, just after the period of this report. There are two more invoices to be paid for their later work, totalling \$644.53. Additional electric work is upcoming: adding wiring for the new air compressor and clean room automation.
- Expansion costs to date (including electric costs specified above) = \$34,076.⁸¹
- In January, of the \$7,622 from non-dues, \$6,028 was from studios, \$449 from storage fees. Of the \$720 from class fees, most will be returned to teachers.

Studio Update

- Plan to add four woodshop studios 3/1. Remaining member storage shelves will need to be moved.

Notes:

- 4 on the waitlist for studios. 6 cart rentals in place

Member Input and Discussion (15 minutes)

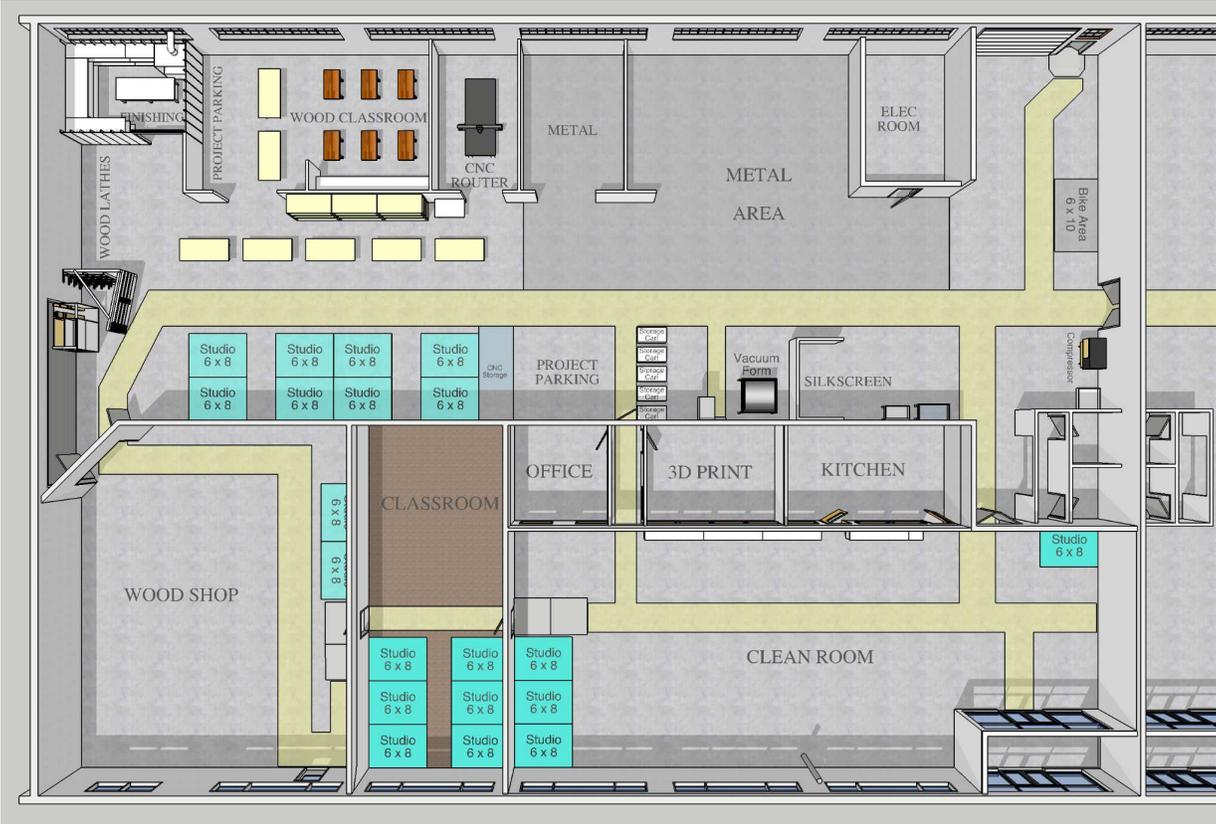
- Brian Brock: Discussing burnout on the Board in the midst of larger and ambitious Bodgery plans
 - Specific concerns regarding: Spray booth plans, influx of new members, free table regulation, unsafe spraying of lacquer
 - Proposition: Is there another way that other members of the community can help with rule enforcement or ambitious projects?
 - Mary's response: This is a great reminder for plans to increase volunteer opportunities. We did discuss this in the last board meeting and we're in the process of putting this into action
 - Additional concerns: Unclear if individual members can decide whether something on the free table can be thrown away, for example.
 - John's response: We are aware of the need for volunteers to feel ownership of the space and are glad that this is being noticed
 - Barrett: We do also have disciplinary measures that have been implemented. We are also establishing ways that we can make cleanup more straightforward for volunteers (i.e. date stamps/expiration dates on free table items)
 - Jack: The issue with the indoor lacquer spraying was a matter of member ignorance, and they were reminded of the rules by two Board members and that person has said they would spray outside in the future. It does make it easier when members of the community can remind each other of the rules.

Priority Business

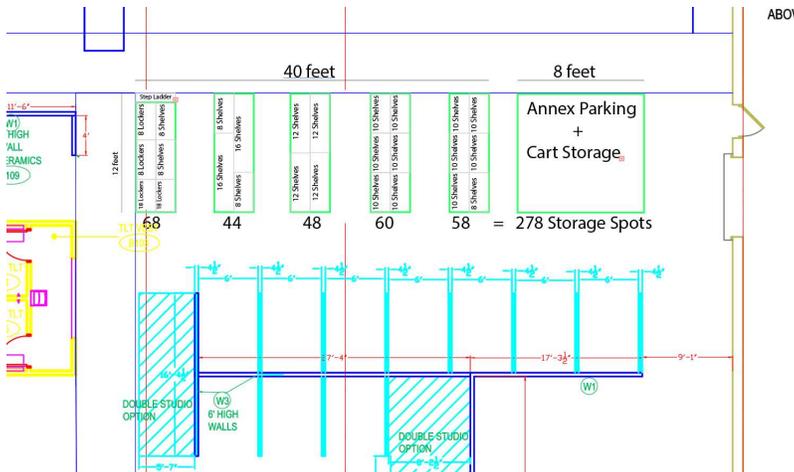
Annex Buildout Status

- Electrical work remaining
 - Shop air compressor wiring
 - "Hands on" (dirty) classroom and finishing area outlets
 - Drywall needs to be sourced and hung in the finishing room
 - Automation?
- Member storage needs final push to move out of wood/metal areas
- Barrett: Expansion progress, Q/A time
 - Do we want Wednesday meetings again?
 - We need to find a volunteer with a truck to pull eight sheets of drywall for the expansion.
 - Barrett is putting a call out in the expansion channel for 5 or 6 people to help with member storage
 - Building materials were recently donated, Karen processed it. She says all of it is up for use.
 - Kevin Stone: Feels we're in the "nice to have" zone, but there are items that need to be pushed forward

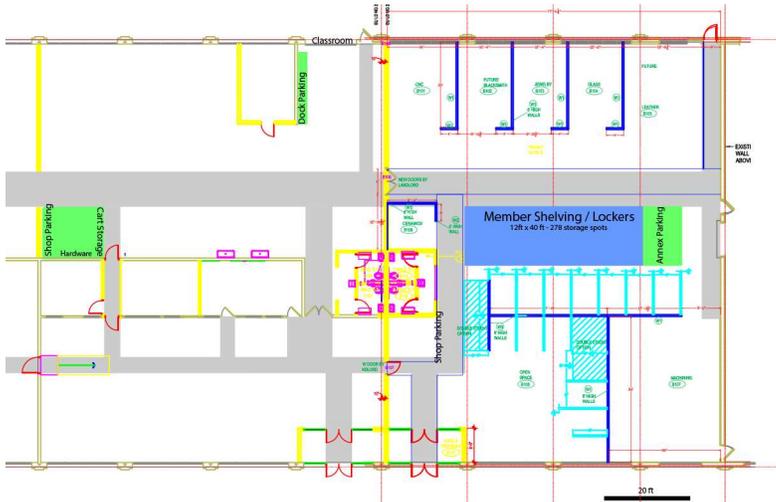
- Maybe not necessary to have weekly meetings
- Is there a more structured way that this information can be tracked and disseminated?
- **TODO:**
 - Internet connectivity
 - Doorbot would be nice on the annex door
 - Bathrooms
- Barrett says it will be helpful if someone sends a list in the annex channel



Member Storage



Project Parking



Woodshop Buildout Needs and Purchase Requests

- Classroom door proposal [Puja] Bodgery 'dirty' classroom door proposal
- Justification: With the creation of the 'dirty' classroom space, there is a need to close off the classroom when classes are in progress so as not to disturb class participants or inconvenience members. We propose buying a pair of used 36" x 80" (or thereabouts) wood doors. The group discussed the option to buy the doors versus making our own, however due to lack of expertise and in favor of time and efficiency we voted to buy the doors. We propose to buy stable wooden doors from places like Habitat Restore or Deconstruction to be environmentally friendly. A couple of trips to these stores has proven useful to inspect quality and availability, with the door's priced between \$100-\$120 per door. We have budgeted \$150 per door to play it safe. Below is the breakdown of costs for the classroom door purchase and installation.

Item	Cost (USD)	Number	Total	Gross total
Door	150	2	300	300
Strike plate	10	1		
Hinges	-	4 or 6	30	330
Lumber (2x4x8s)	6.98	6	41.88	371.88
Lumber (1x6x10s)	-	-	-	371.88
Fasteners (3" screws, 1 1/2" screws)	40.00	1 box each	80.00	451.88
Floor anchors	-	-	-	
Transportation	50	-	50	501.88

- Discussion:
 - Puja: Doors for classroom
 - Puja/Shaina/Martha/Sam/etc. have created a proposal to buy doors and materials for framing the door
 - Martha has spec'd the material but will not be renewing membership so we need volunteers with experience to install the door

- John says Doug R and Dwight J may be able to help frame in the doors.
- Jack proposes a motion to spend up to \$500 from the general fund to purchase materials necessary to make the doors for the woodshop classroom area
 - Motion passes unanimously

Security cameras and DVR

- James got more cameras. As of 2/17/21 the cameras are installed. Waiting for networking completion.
- Still want to expand the NVR (recorder) but supply is hard to come by.
- James will send photos of possible mounting areas out back for opinions, and once one is picked he'll coordinate with Josh.
- Discussion:
 - Cameras are installed, once the fibers are connected to the office, they can be connected to the existing security setup
 - James is looking for smaller NVRs
 - Home level security systems exist
 - Can't find 32 channel on ebay, 16 channel can be found but pricey for an older model
 - Required electronics are either hard to come by or terribly overpriced

Memberpress Integration [Mark/Jack/Timm]

- All members and key fobs are in MemberPress. Doorbot back-end software update in process

Covid update

- Public Health Madison Dane County is lifting its mask requirement on March 1
- Discussion:
 - Sounds like the County is not interested in walking back their position, but the Bodgery can make an independent decision
 - Cassie says looking at the county COVID tracking board the numbers of cases have decreased, there is reason for hope
 - John: We should consider thresholds. In the past, several on the Board have suggested following the County guidelines, if only because it absolves the Board of responsibility. As an alternative, the Board could set guidelines to follow and enforce.
 - Cassie: Would ideally like members to show proof of vaccination, but thinks there will be pushback
 - James: We can set thresholds using two metrics: transmission level or cases per 100,000
 - I.e. if numbers are above a threshold, then we require masks

- John: Not a cop-out to say trust the science and trust the County's decisions, those making the decisions are people national experts that he trusts personally. There is a caveat that variants may cause this decision to be walked back.
 - Cassie says there is distrust of experts who is telling healthcare workers to treat patients without PPE
 - John: Political forces and economic limitations that are causing strain and pressure on people making these decisions, but we're not the ones trained to make these decisions
 - Mary: Sure, believe the science, but it's not infallible. We're still in a global pandemic.
 - Barrett: We could lose a lot of members by repealing the mask mandate. Would feel comfortable unmasking if people provided proof of vaccination and booster.
 - Cassie: Would be willing to create a database of members with vaccination status
 - James: Cannot cut off keyfob access since unvaccinated people can still work in the shop without a mask. How do we enforce masking?
 - Cassie: Wants it to be a social norm to ask other people to mask up if people feel uncomfortable.
 - James: If it's not Bodgery policy, then people could easily refuse to wear the mask
 - Barrett: It would make sense for instructors to require masks in a class or close quarter situations
 - James: Makes sense for instructors to require PPE, including masks (ex. Close toed shoes for welding is normal)
 - Kevin Stone: Would like the Board to take a pulse of sentiment of the general membership, which may improve discourse
 - Mary: This would be good so that this doesn't become a top down decision.
 - Barrett: The UW guidelines face less political pressure than the County does, we could follow UW guidelines instead. Masks are also good for preventing the flu and other transmittable diseases.
 - Mary: Proposes to send a poll with a target on March 12 instead of March 1st (to follow UW guidelines)
 - John: When sending a poll, allow a spectrum of responses (on whether members would suspend membership depending on whether masking is required or not)
 - Mary: Suspending decision on this for now in favor of polling membership

Call for Volunteers [Mary]

- Mary briefly summarized the discussion from the last (in-between) board meeting on improving volunteerism, and offered to send out a communication to the members outlining new procedures that were identified for getting involved.

Dumpsters

- Have requested Peliterri provide dumpsters with closing bars

Cleaners

- Submitted four requests
 - Kleenmark required M-F cleaning
 - Green Cleaners bid: \$140/week for 2x week cleaning of four bathrooms, cleaners paid \$20/hr
 - Discussion:
 - John: We need to pay people who are currently cleaning the bathrooms. Casie is the contact person.
 - Barrett: Ask those who are currently cleaning for a bid. The money might not be making it to the right hands, and we may be getting what we pay for.
 - Mark: In the past 4 people did it twice a week, currently 2 people are cleaning once a week. Could look at keyfob information to see who and when they have come in, if we want to.
 - Mary: Either go with Occupy Madison or with a professional service, but we need to go one way or the other.
 - John: There is value to a service that we can set and forget. Personal fondness for Occupy Madison and would like to see it work, but it has been inconsistent in the past. Need to find an entity that we can depend on, as it would be one less thing to bring up on Board meetings.
 - John: Makes a motion to go with the service Mary found
 - Jack: Seconds the motion
 - Discussion:
 - Mark: Once a week or twice a week?
 - Mary: Start with once a week
 - Barrett: Wants to pay workers directly, so that umbrella organization is not taking a cut
 - Resolution
 - 5 ayes and 2 abstain, the motion passes
 - Mark and John: Will talk to Casie and Occupy Madison to pay for the work they have already done, and let them know we will be going forward with a bid. We will give them the option of working until the new contract begins or to stop working.
 - John: Could offer Casie something besides a free membership? (Something for trade?)
 - James: A scholarship?
 - Barrett: We can give scholarships, but we should be paying fair wages.

Insurance

- Our liability insurance company requested Bodgery create a schedule for safety inspections. What makes sense?
- John: Insurance asked for saw guards on the sawstops, and routine inspection for safety features on all our tools. Mary provided language describing the SawStop technology that effectively replaces the need for a blade guard, and our broker said it sounded good to him, but that he'd forward to the underwriters. John also described our Area Captain role, that each tool area has one to several, and that part of their role is to maintain our tools in working order, including safety mechanisms.

Other Business

Parking Lot *(held for later meetings)*

Board Communication (Halp support/ticketing system)

- Prior to trying a new system (Halp), since we're in the midst of the expansion effort, Jack offered in October to take a lower-tech step, and post action items to the Board channel after board meetings. Nov update: currently happening.

Gallery Night proposal

- From David Dexheimer: "I spoke very briefly with John E about having The Bodge participate in MMoCA's Gallery Night **next spring**. The fall tour was last night and the first since The Before Times. Hopefully by next spring things will be even more normal and The Bodgery could host a tour venue. I know I am way ahead of myself but thought it best to get it on everyone's radar. Thanks."
 - At the Nov '21 meeting, it was decided to investigate this. Update?
 - The MMoCA spring Gallery Night will be Friday May 6. Registration fee is \$50.
<https://www.mmoca.org/activities/gallery-night>

Member Pop-Up Sale - **Push to Spring**

- Keep this on the agenda for Spring time (request from Tona & Iris).

Outdoor Beautification (Jay) - **Push to Spring**

- Left on agenda as a reminder

Final Items? None

Board Slack Votes

- Jan 25: Spend \$347 for electrician installation of a lighting automation controller in the clean room
- Jan 25: Spend \$200 (one-time) to get Peliterri to replace the two dumpsters with locking ones
- Jan 26: Agreed to implement a \$10 per month woodshop storage option
- Jan 28: Where should the air compressor be located in the Bodgery buildout? Near the cleaning supplies
- Feb 3 (meeting): Approved general fund expenditure of 3x\$18 for three LED shop lights for the wood lathe area (one over each lathe)
- Feb 3 (meeting): The Board supports general fund spending for all area's expansion costs, subject to existing approval policies.
- Feb 10: Area captain proposals on storage or infrastructure expenditures of up to \$250 will be approved from the general fund.
- Feb 8: To reopen to new members and public tours starting Friday, February 11

Meeting adjourned at: 8:30pm

MINUTES/Zoom Chat: