

Board Meeting Agenda

August 20, 2024

Meeting called to order at:	1905
Board members present:	Cassie, James, Puja, Mark, VC, Steve, Sylvia, LaLena
Others present:	Josh Meier, Matt Worth, Jay Larson, Johnny Yan, Bob Meyer, Steve Hottinger, Randy Nelson, Hannah Shelan, Jon K, Dwight Jenkins

Treasurer's Report

Income and Expenses

Income (Jul 1 - Jul 31)

Dividends & Interest on Securities	\$848.56	
Gross Sales: Inventory	\$6.00	Vending
Individual or Business Contribution	\$19,414.11	Studios, storage, class fees, tool fees, donations
Membership Dues	\$25,431.00	
Total Income	\$45,699.67	

Operating Expenses (Jul 1 - Jul 31)

Insurance	\$6,231.50	Annual Commercial/Liability/Umbrella/D&O insurance
Accounting Fees	\$63.00	Xero accounting software, tax software, accountant
Bank Charges	\$1,020.33	PayPal fees
Gas & Electric	\$2,240.81	Utilities
Professional Fees	\$6,635.00	Cleaning service, teacher payments, other services
Rent, Parking, Other Occupancy	\$0.00	Rent and CAM/NNN
Supplies	\$379.82	Vending, general
Supplies, Areas/Shops	\$2,456.04	Area expenses
Telephone & Telecommunications	\$162.49	Internet, web hosting, Zoom
Trash & Recycling	\$335.82	Dumpsters
Total Operating Expenses	\$19,524.81	

Net Income	\$26,174.86	(does not include Reserve and Area Fund subtractions)
-------------------	--------------------	---

Financial Accounts Balances

Account Balances (\$)	Previous Balance (Jun 30)	Change	Final Balance (Jul 31)
Checking	\$48,257.25	\$7,282.11	\$55,539.36

PayPal	\$5,213.04	-\$1,955.45	\$3,257.59
Money Market Acct	\$265,931.37	\$20,848.20	\$286,779.57
Savings	\$0.10	\$0.00	\$0.10
Total Cash in Accounts	\$319,401.76	\$26,174.86	\$345,576.62
Reserve + Area Funds	\$212,324.79		\$216,417.04
Total Cash Available	\$107,076.97	\$22,082.61	\$129,159.58

Assigned Funds

Reserve Funds (\$)	Previous Balance (Jun 30)	Budget	Final Balance (Jul 31)
Emergency	\$25,000.00		\$25,000.00
Bodgery 4.0	\$154,000.00	\$4,000.00	\$158,000.00
Reserve Funds Total	\$179,000.00		\$183,000.00

Area Funds (\$)	Previous Balance (Jun 30)	Revenue	Expenses	Budget	Final Balance (Jul 31)
3D Printing	-\$13.26	\$250.66	\$7.98	\$10.00	\$239.42
Bike Repair	\$144.96	\$40.00		\$10.00	\$194.96
Ceramics	\$1,182.25	\$406.75	\$571.15	\$20.00	\$1,037.85
CNC Router	\$1,034.37	\$105.00			\$1,139.37
Craft	\$211.27			\$20.00	\$231.27
Electronics	\$578.57		\$57.89	\$20.00	\$540.68
Flameworking Glass	\$893.89	\$474.00	\$48.51	\$15.00	\$1,334.38
Jewelry	\$757.90	\$20.00		\$20.00	\$797.90
Laser Cutter	\$15,386.95	\$40.00			\$15,426.95
Leather	\$243.92			\$10.00	\$253.92
Machining	\$1,392.49			\$20.00	\$1,412.49
Metal Fab	\$11.86	\$75.00		\$20.00	\$106.86
Plastics	\$556.28			\$20.00	\$576.28
Screen Printing	\$1,044.92	\$101.50	\$59.83	\$20.00	\$1,106.59
Stained/Fused Glass	\$851.26	\$86.40		\$15.00	\$952.66
Vinyl Cutter	\$245.53	\$6.00			\$251.53
Woodshop	\$7,401.63	\$263.00	\$1,670.70	\$350.00	\$6,343.93
Woodturning	\$1,400.00	\$50.00		\$20.00	\$1,470.00
Area Funds Total	\$33,324.79	\$1,918.31	\$2,416.06	\$590.00	\$33,417.04

Financial Notes

- MCF Grant for \$10,000 was deposited in July
- No rent check was cashed this month
- Insurance was paid in July (except D&O will be Aug)
- Expenses for Supplies are down this month
- Removed IT, VC, Vending, Moldmaking areas (per July Mtg)

Member Levels

- Current membership is: 654 (+9) – July:645 June:634 May:626 Apr:617 Mar:593 Feb:577 Jan:565
- In the last 30 days, there were 34 new and 21 canceled (+13 net) PayPal subscriptions. Subscriptions include memberships (new, canceled, failed, re-subscribed), and rented studios/carts/shelves/lockers.

Discussion Notes:

- Is vending payments low?
 - Someone gave a venmo payment for vending. This fluctuates month to month
 - Sylvia and Puja have not pulled any money from the machines this past month

Studio Report

- All studios currently leased
- 8 members on the waitlist, plus a few specific requests
- FYI: one renter will be subletting their studio to the first person on the studio waitlist

	Revenue	Studios
Clean room	\$500	4.0
Classroom	\$698	5.6
Big Shop	\$1050	8.4
Annex	\$2,250	18
Total	\$4,498	36

Discussion:

- Is the reason for the sublet because it's running out of lease, or because the main leasee is stepping away and coming back.
 - They recognize they have not been using it, do not want to give it up as they plan to come back shortly
- What happens when the studio renter wants to evict the leasee
 - We have not written up agreements in the past, the shop may have to step in depending on the situation. We would prefer they work out the situation themselves.

- Would this person go back to the top of the list if the leasor wants to reclaim their studio.
 - Jay did not remove the person from the wait list, as they will be first up if one becomes available.
 - Jay will send an agreement to the studio renter to ensure the leasee understands the rules
- Jay to reach out to Erin as Iris has cleaned her items from the studio in the clean room

Member Input and Discussion (15 minutes)

- Steve P wants to start working with vols to create a living document that describes the systems we use for data and the work we do. Potentially could be useful as people move in and out of roles.
 - Potentially create a larger manual instead of having separate individual documents
 - Utilize the G-Drive
- LaLena - Ceramics proposal that increases the accessibility of the ceramics area for individuals that have barriers to using the area as it currently is
 - https://docs.google.com/document/d/1yX7hiY85QZ9o_2qP5Ep7AbjzkBtJjTS7eTMrjwXW6r8/edit?usp=sharing
 - Proposal has the support of the ceramics area captains and area users
 - Cost \$325 - it connects to existing features like the wheel. Asking that this cost is covered from general funds.
 - This can be disconnected for folks who do not have a need for the device.
 - How cumbersome is it to set up for someone who needs it, or would it need to be set in place and left in place.
 - Dependant on the person Looks like it could easily be swung out of the way for folks who do not need it.
 - Ceramics has plans for current budget
 - This came up due to a current member who expressed the wheel was not accessible.
 - What other potential accessibility issues does the area have?
 - Height of the wheel - solutions are available (diy or commercial)
 - Cassie motions the Bodgery purchase the strong Arm assistive device for \$325 plus shipping from the general funds for the ceramics area.
 - Steve seconds
 - Mark says he is disappointed that was not shared to the larger #town-hall channel for discussion before this came up to the board.
 - Short turnaround time from Ceramics approval to board meeting
 - Had been seen and discussed in Woodworking after asking for a DIY version
 - Motion passes

Priority Business:

1. Bodgery 4.0 Subcommittee

- Carry over from the last meeting.
- This needs to be established
- We need to identify or hire someone who can run a capital campaign if the shop chooses to invest fund and efforts into this
- Reference July notes For actionable items.

- e. VC - there are different ways of raising money and this particular one was looking internally at our membership list to raise money, which is better in a much larger organization. He would not be supportive with moving forward with this until we have obtained a competitive proposal, as well as one who goes to community organizations looking for larger donations than our members could fund.

2. Maker Camp Review

- a. Carried over from previous meeting
- b. Jay - Camp went smoothly with 8 students and 13-14 adults who helped out with instruction. Each kid ended camp with about 8 or so projects that they completed. Surveys from parents and instructors were positive. Parents of 8th graders were asking what Bodgery Camp 2.0 would look like.
- c. Camp was one week - if we expand it next year, what would expansion look like?
- d. Probably have a max of 12 kids in the 12-16 age range
- e. Probably have longer but fewer activities next time
- f. Multiple ways to adjust and expand the camp

3. Car Maintenance

- a. Points from last meeting were not shared out to #town-hall, no policy at this moment
- b. New back lot surveillance camera installed and can be included in the write up for this policy.
 - i. Sufficient light in area and camera is a night sight
- c. The box spring dumper was a repeat offender
- d. Do all tenants share a common gate code?
 - i. Landlord says they are willing to change the code once a year for us.
- e. We could make a police report, stating we do not know if this was one of our members. That person was not a member that entered the shop that day, if they are a member.
- f. Someone printed out the offender's photo and put it on the dumpster.

4. Board accountability

- a. Establish a system for ourselves to hold ourselves accountable to who will follow through on which tasks.
- b. We are all responsible, we need to do better about making it clear on who has capacity and check back in to ensure done
- c. Trello board
 - i. Tried in the past
- d. Slack has a list features that is designed for this purpose. VC will take a look at the feature and give it a try to see if it works well for us.
- e. Mark points out that lists can turn into dumping grounds - we do need to discriminate between what needs to go onto it and what does not.
 - i. Ongoing verses one and done
 - ii. May need a separate way to tracking long term activities verses short term projects
 - 1. Use hashtags on Slack for items for #agenda
 - 2. Would need to create a standardized list of what hashtag is for what

Other Business

1. Gallery Night Fall

- a. Sylvia posted asking for interest and if there was interest, she would take the lead on it. No responses.
- b. Falls on Oct 4, 5-9pm, payment due on Sept 2
 - i. Hours uncertain
 - ii. Would need to cancel tours.
 - iii. There will be a laser cutter class happening that night
- c. Sylvia will talk to Jenny
 - i. Several regular volunteers are unable to help out

2. Shop Calendar

- a. James believes we are able to display what is on the events page on a calendar widget and it can be synchronized to a google calendar.
 - i. If it's a member's only, would people show up thinking it was open to the public.
 - ii. Google calendar can color code events so people can see what is member's only verses to the public. Guests would not know what the colors meant unless there is a legend on it.
 - iii. We can convert our events to a calendar page.
 - iv. The plug in for the events page does have the ability to create a google calendar.
 - v. Someone will need to investigate it and make it happen
- b. Team up calendar sub calendars that could be used Bodgery wide
 - i. Can also integrate into various other calendars
- c. We do have a development site for the WordPress site, so if a person wants to take on this task, then they can be set up there to see how to make it work

3. Shabazz HS Partnership

- a. **Overview: 16 students, 1 primary teacher, 1 Special Education teacher, 1 coordinator**
- b. **Instructor fees to be paid by Shabazz, materials fees to be covered by remaining MCF scholarship funds, depending on FRL count**
- c. **Schedule: 1 Day per week, most likely 4 groups of 4 students**

Date	Day	Time
9/12	Thursday	1:30-3:00
9/18	Wednesday	10:30-3:00
9/26	Thursday	1:30-3:00
10/2	Wednesday	10:30-3:00
10/10	Thursday	1:30-3:00
10/16	Wednesday	10:30-3:00
10/24	Thursday	1:30-3:00

4. Madison Community Foundation

- a. Excess funding ~ \$4k - what is the plan for this?
- b. This is to be used for scholarships and for youth with financial needs.
- c. Shabazz will pay the shop, who will pay the instructors.
- d. Jay wants to propose that we use part of these funds to pay for material costs.
- e. Given Shabazzes student population, most qualify for free or reduced lunches, which would potentially fit that qualifier

- f. We need to make sure that purpose falls within that the Madison Community Foundation considers an appropriate use of funds or if we can repurpose it for this purpose?
 - g. Jay has also talked to some folks about holding Sat activities, with non-profits like, Big Brother Big Sister, to use the funds to cover these activities.
 - i. He will keep us updated on these conversations.
- 5. Tool Sharing Library update?**
- a. Mark P - No update at the moment. This may not manifest and we have not heard back from the organizer.
 - b. Sector 67 does offer a tool sharing library, so one exists in the area.
- 6. Standardized Slack Communication/Documentation**
- a. Carried over from #town-hall regarding how areas could share information about the area. I.e. how to get checked off on equipment, training, etc.
 - b. Using the canvas feature versus the pinned comments.
 - c. Attempt to create consistency so people running new member orientation can tell people where exactly to go to look for this information.
 - d. Tool reservations use different systems in different areas
 - i. Each area with a scheduling calendar has an icon at the top of the channel
 - e. Red tool check off is different from area to area.
 - f. Captains/stewards listed
 - g. Canvases new feature, more versatile, allows for better organization.
 - h. Would need a person to coordinate this with the various ACs, and lend assistance.
 - i. Work on a document that describes the standard we wish to achieve, like a template, to present to the ACs. - Cassie will work on this
 - ii. Then roll out template and document to the ACs

Board Slack Votes:

- Motion to start working with www.madlot.org Hernán Ballard to set up a library-of-things in the annex vestibule, per discussion in #town-hall (link to discussion). A future vote on a detailed agreement will be needed before they can move forward with implementation
 - 7 yes, 0 no
 (To date, there has been no activity on this effort)

Parking Lot - Slack convo or next meeting

1. Strategic Planning

- a. Placed here as a reminder to restart these this October.
 - i. Reminder to set up a poll for when to meet in early September.

Shout Out to Mark P and James P from the SScreenprinting area captains for help setting up the cameras in the area.

Future meetings - in person or hybrid and can we nail this down ahead of time. James feels strongly that the meeting should always be hybrid. There can be a discussion about who wants to be in person, and if there is always a number of board members in house
Cassie reminds the group that last year, we had three board members show up consistently for board meetings with no members showing up to attend these.
LaLena is happy to take on an ongoing commitment to being in the classroom if people want to attend in person.

Next meeting: September 17, 2024

Meeting adjourned at: 2032

Zoom Chat:

19:15:53 From Lalena (she/her) to Everyone:

Is the ceramics proposal on the agenda already or would that be a walk on?

19:17:12 From pbasu to Everyone:

There is one for classes/events too

19:17:23 From Bob Meyer to Everyone:

We will need member data for the woodshop Grit system.

19:17:49 From James Pittman to Everyone:

I dont see it on the agenda.

19:18:08 From Lalena (she/her) to Everyone:

Thanks James

19:18:31 From Cassie (she/her) to Everyone:

I did not add it as I had errands to run after work

19:18:41 From Cassie (she/her) to Everyone:

Go ahead and link it in please

19:19:05 From Cassie (she/her) to Everyone:

https://docs.google.com/document/d/1yX7hiY85QZ9o_2qP5Ep7AbjzkBtJjTS7eTMrjwXW6r8/edit?usp=sharing

19:26:45 From Cassie (she/her) to Everyone:

If you sign in name is not your actual name, please drop your name here for the notes.

19:40:22 From Lalena (she/her) to Everyone:

We learned a lot...

19:42:19 From Cassie (she/her) to Everyone:

Reacted to "We learned a lot..." with 👉

19:50:02 From Lalena (she/her) to Everyone:

We need a project manager type person.

19:56:12 From Lalena (she/her) to Everyone:

<https://slack.com/features/task-list>

20:25:00 From Lalena (she/her) to Everyone:

Big support for this structure.