

Board Meeting Agenda (and Notes)

September 17, 2020

Meeting called to order at:	7:05 PM
Board members present:	Sarah Conn, James Pittman, Bill Pennoyer, Sylvia, Mark, Puja, Timm Murray, Jay, Ron
Others present:	Brian Murray, Sean Grady, Ken, Dwight, Ryan, K Stone, Ben

Treasurer's Report

Finances Discussion

- \$450 is for Bill's machining budget (did we vote on that?) - he wants a budget to limit his exposure to people at this point in time
- Jay: **Motion to approve \$75/month for Machining**, Timm: Seconded
 - Motion carries. Yay Bill!

Member Input and Discussion (10 minutes)

- N/A

Priority Business

Coronavirus and Shop Status Update



- Still not open to the public, still accepting new members.
- We now have a Covid Return Policy. You can return to the Bodgery after having a confirmed or suspected case of Covid-19 once the following criteria are met.
 - At least 10 days since symptoms first appeared and
 - At least 24 hours with no fever without fever-reducing medication and
 - You test negative on a viral test
- Because of higher community Covid numbers and increased requests, it was decided to restrict in-person classes to only those that certify members for tool use.

Expansion into Suite B/Annex

- A LOI has been submitted to Rabin who responded that they would “get going”.
- The timeline and budget are still unclear and yet to be determined.
- Volunteer effort to build it out will be affected by the fact that we can't mass congregate.
- Comments/status on buildout costs and TI (tenant improvement) are in the Aug 2020 board agenda.
- Updated building signage is on hold until expansion is further along because we will have two side-by-side windowed vestibules out front and need to decide which way to funnel the public.
- Bill Pennoyer has started working on what to do for surveying facility needs.
 - Needs analysis
 - Stakeholder analysis
 - Put together a timeline and id the steps to getting there and how it works with the buildout
 - First thing - how far do we want to drill down? Board? Area captains? All the members?
 - At the Aug 2020 meeting Bill was chosen as chair of the “Use Committee” made out of the board as the first stakeholders and have us directed in moving forward
 - What progress has been made? Have the board members provided feedback on the form's content?
 - Timeline: Board: Area Captains: Members:

Discussion:

- We had a meeting with the Board. Due to the specific spike downtown, we have added a restriction to classes - red tool certs, yellow sign offs, and members only
 - One class that got lots of traction - Woodshop - got grandfathered in, but we're taking in-person classes off the calendars
- Sean mentioned that contact tracers recommend that even if you test negative, if you have contact with positive people, you need to quarantine for the next 14 days
 - The latent incubation period can be longer than the symptoms, but once you show symptoms things go shorter than 14 days
 - We can augment this policy by adding the CDC Guidelines for close contact
- Ron: Findorff Budget - what does that mean? What's the context?
 - We went through a walk through with Findorff and some stuff that needs to get done. Some of this is regardless of who is moving in (on Rabin's side of the list), other things like doors between B & C is on our side of the list. Everything we came up with that could be done to the suite, but not including any Bodgery-specific buildout (hasn't been budgeted out yet)
 - Our expense vs. their expense - how did it get decided
 - Group of previous board and Rabin decided this. These are exploratory numbers

- Negotiation is TI that will be on our side of the ledger
- 56,000 on that estimate and ~25,000 is on our side (we originally said \$15,000, but upped it in the LOI)
- Rabin does not want to spend more than \$50,000 on getting a suite ready for a tenant to move in, it takes them longer to get a profit on that rent, and thus they tack it on as a loan and add it to the tenant's rent. The number itself is actually higher, we think. But that's what Nate threw out, a line in the sand
- Estimates from builders are on G-Drive
 - Estimates had scope document? This is just what Rabin gave us back after they talked with Findorff and Hooper
- Ron - should we have a subcommittee for a white box for this? James: The document is what the previous board came up with
 - We should not worry about Rabin's consideration
 - How much Rabin spends on the whitebox will affect our rent - James
 - Bill and Ron present the case that we shouldn't take Rabin's costs to make a habitable white space into consideration
 - Mark: "We might not think it has to do with us, but they think it has something to do with us/renting the space"
 - Ron: Their business picture is their business picture.
 - Ryan: for the rent that is quoted, they want to spend \$50,000. Interested party at a quoted rate
 - Ron: It's a market and their cost for the whitebox shouldn't matter to us.
 - James: What would be a reasonable budget? They are a business and have some number that they're waiting to spend to make a deal happen. We say we want certain things. Some things need to go out (lift station) and things we'd like (such as floor grinding) - the more we push over to their side of the fence, the closer they get to that number and the closer they get to raising our rent
 - Ron: from our perspective - what do we expect out of a white box rental? Does that include opening doors and level floors?
 - Timm: Ron has a background in real estate. We should decide what the condition we want the space in to do our buildout. Negotiate tenant build out
 - We're both in a situation where we need the other and the real estate market has taken a hit

- Document from Findorff, it is what we need as a white box.
 - Ron: a whitebox is adequate electricity, outlets, ventilation, should be in a category.
 - James: a whitebox doesn't include outlets
 - Bill: there are standards for a whitebox - and that varies depending on multiuse. Here's the scope of work we expect at this square foot rent, and then we negotiate. If we exceed their \$50,000 and they increase the rent, that's part of negotiations
 - James: What the previous board considered to be a whitebox delivery, so we could take over and make it our own is what is in that document. This is what we initially targeted as a white box delivery for the space
 - Ron: we should put together a scope of work, like Bill said,
 - James: this is a continuous, multilong conversation with Rabin
 - Ron: Once we get a response, we should sit down with them for a scope of work to make sure we're all on the same place, and that's when the negotiations start
- Ron: Motion - **formation of a committee to establish a scope of work to sit down and hash out the scope of work we're looking for. People who have experiencing in construction and architecture**
 - James - can we put this as a board task?
 - **THIS IS NOW A BOARD TASK**
 - Ron will give James some times that work so we can poll and schedule something in Zoom.
- Signage - should we have double signage for the vestibules? How are we planning on funneling stuff?
- Bill has started looking at facility needs
 - The documents were on the board to comment on documents before sending out
 - The survey: members are listed, Mark has found the previous survey - are we okay with that or do we need to make some modifications?
 - Let's not send out the super complicated questions because that will open a whoooooole can of worms
 - General survey based on use to create priority based on user use
 - Are there any additional questions that we should ask/shouldn't ask in the survey
 - Jay: we should review the survey
 - We should also put some timelines on these tasks
 - Sent out by the end of next week
 - Wednesday - comments, Thursday alterations, Friday - send to the membership

- Existing facility analysis goes to Area Captains and the trainers
- Space categorization, currently:
 - Woodshop, dirtiest, airborne particles (fine)
 - Big shop: semi-dirty space (bigger chips, clean up floors after)
 - Clean room: clean space
- First survey to the membership, then specialized to captains and trainers
- Ron: do we want to divvy ourselves up to make sure we're talking to the area captains
 - Bill: put a narrative with the area captains and then have a Zoom intent meeting (brief!!!)

Equity work

- Request to commission an internal mural, perhaps a mobile one (painted on plywood with a frame) so it can be moved if we expand.
 - Equity Committee's goals with the murals were twofold:
 - Supporting black artists (and art as part of making)
 - Having murals that reflect BLM show potential guests of color that this is a safe and welcoming space.
- Board would need to ask the community for a purchase that size (likely \$1,000 for an 8' x 8' mural). It would be fantastic to purchase two murals (would support two artists, and possibly add Indigenous Rights artist)
- In July we voted to take to membership the option to commission a mural for an amount up to \$2,000. **But did we actually get the membership to approve?**

Discussion:

- John is not here, but Puja spoke to him and John is waiting on board approval
 - Puja: **Motion to sanction \$1000 for go towards the Equity Committee's for some kind of a mural**
 - Seconded: Ron and Sarah
 - Sarah: where are we getting actual artists? Puja: John has contacts
 - MOTION CARRIES

Other Business

Covid Policies

- Picnic bench for outside - in the front and the back. Rabin said OK but also wanted a trash can and cigarette receptacle

Discussion:

- Rabin wants a photo before purchase but also cig and trash can and out front was approved, but didn't mention the back, but just assuming
 - We'll get clarification when we send the photos
 - Cig holders are ugly, but maybe we can have a garbage cig combo trash?
 - The specific bench we are looking at seems to be one of those things that the shipping date is in late October, but anything earlier has a 50% markup
 - If we are going to buy that, we should move so it's here before winter
 - Ron: can we ask a member?
 - James: yes, but it requires that a member will do it
 - Ron and Jay will poll the workshop and see if anyone is interested (in a day or so)
- Trash cans attract animals - who and how often does this get cleaned up (Mark)
 - Animals - trash can design for deterrence
- August decision to disable (tape off) the drinking part of the bubbler and leave the bottle filler open. Add tape. Timm seconded, Motion passes. **Has this been achieved?**

Discussion:

- We decided this! We don't know if it has happened. Probably it has? We have tape for marking off the sprinkler. Next time someone's in the shop, use that to tape it up, plz and thank.

Roof Exhaust Fan

- Powerful roof exhaust vent in the ceiling of the big shop, to both suck heat out during the summer months, and increase ventilation during Covid times. Rabin approved the idea.
- In July we voted to spend money on getting a consultation from contractors on adding a roof exhaust vent.
- An HVAC contractor looked at it Sep 8.

Discussion: **Progress?**

- We have heard back from the contractor - guy from 1901 mechanical - he put together a proposal that didn't look what we talked about, but did address indoor air quality and ventilation
 - ~\$40,000 for two exhaust fans on the roof and one supply air unit in the middle of the big shop with the exhausts on either end. Air exchange did twice an hour (barely sufficient). He wasn't using existing openings. There was a way to heat the air in the winter (those are kinda expensive)
 - Ron told him to rethink it - we're waiting to hear back

- Guy knows his stuff
- In the meantime can we do an internal air check
 - Let's check with Sean! He built a whole bunch of air quality stuff in the old shop. Pretty please?
- Do we have a co2 monitor or gauge
- Please post this in the board channel for documentation purposes

Committee Reports

- Any reports from Area Captains or Committees?
 - Area - Electronics (need to get rid of old items on cart. Any idea when this can be done?).
 - Area- Woodshop (Equipment outside woodshop is increasing. Currently, a planer, part of a lathe, old drill press and recently donated radial saw which was placed in screen-printing. Jim F said he wants to move into the woodshop..but looking for space. Either we get rid of them, or not get them until there is a place for them or push them back into the woodshop).
 - Storage - We have a committee? (asked Puja). Using the ex-spray booth as storage. Bob is picking up a free Forward explosion-proof blower: no definite plans yet, but it's being stored in the spray booth as well.
 - Fundraising - no (Randy Nelson had suggested doing more raffles for fundraising)

Discussion:

- Electronics
 - There's not a lot of good places to recycle electronics
 - Possibly take it to Plan 9? Otherwise dumpster?
 - File 13, some are free but otherwise charge by the weight per category
 - Timm will look into that
- Woodshop
 - Has been getting a lot of donations, all big and outside the garage. Puja asked Jay to ask the woodshop captains about what
 - Planer
 - We are holding on to this as a backup planer and moved into the old screen printing area
 - Maybe the spraybooth because screenprinting might be up and coming next week

- Part of the lathe
 - Gary took
 - Drill press
 - Gonna get sold
 - Radial arm saw
 - Given back to owner
- Special call out to Puja who is an organizing genius, brings fear into the heart of all, and is beloved by the Bodgery <3
- Mark put a sensor on the dust collector and beeps until people fix it. Good job Mark!! <3

Any Updates/Action On...

- Footwear policy, motioned to table in August 2020 board meeting.
 - Sarah: I motion to require close toed shoes in the woodshop or the workshop if you are working. No bare or sock feet anywhere on the premises
 - This would be for people who are actively using the shop, not tours or chatting
 - Maybe we should reach out to the area captains and see what the proper protective gear/clothing policy and then Bodgery policy is to
 - Sarah: amend motion - **you must wear shoes of some sort at all times on the premises**
 - Puja seconded
 - MOTION CARRIES
- Mail/package delivery (currently the guard shack), motioned to table in August 2020 board meeting.
 - How are we going to deal with big packages?
 - Where would Amazon packages get mailed?
- Lease was reviewed. We don't have NNN costs from landlord Rabin: no update
- Inactive shop areas: Screen Painting, Auto, Blacksmithing (Chris (last name?) contacted John on Instagram),
 - Screen printing
 - Robert Spitz is interested. Meeting on 27th September, 2020.
 - Blacksmithing
 - John point person. No updates.
- Leather area: Ben Coleman interested.
 - Puja uploaded a document that has inventory to what is needed to start the area.
 - Propose sanctioning ~\$150 to get things going. Receipts will be given to the treasurer.
 - Puja: **Makes motion to sanction \$150 dollars to create leather area**
 - Timm: Seconded
 - Motion Passed!!!

- Raffle for burl wood: \$85, we have a winner :)
- Garage area: 3 Wall mounted fans to be picked up by Kyle Kettner on 18 September 2020.

Board votes that happened on Slack or in a special meeting

- Covid Return Policy - see above Coronavirus and Shop Status Update
- Update on 16-17 year old member policy failed for lack of quorum. Policy is unchanged. Liability waiver is updated.
- LOI approved without amendments
- Because of Covid-19, it was decided to restrict in-person classes to only those that certify members for tool use.
- In the past, approved \$165 for rear door doorbot. **Progress? (Timm Muray)**
 - Software update for Raspberry pi
- Ron: Puja mentioned that the security guard walked in the shop. That's kinda odd, but is that part of the deal that they have access
 - James reviewed the footage. The security guard was on foot and walked to the overhead door (which was open) and lights were on. From his perspective, he couldn't see people. As soon as he saw Puja (all hail, Puja!) continued on his tour. The other security guard drives instead of walking, so decided to look in an open building
- Sarah: Motion to adjourn
 - Puja seconds
 - Carries!

Meeting adjourned at: 9:10 pm