

Board Meeting Agenda (and Notes)

January 16, 2020

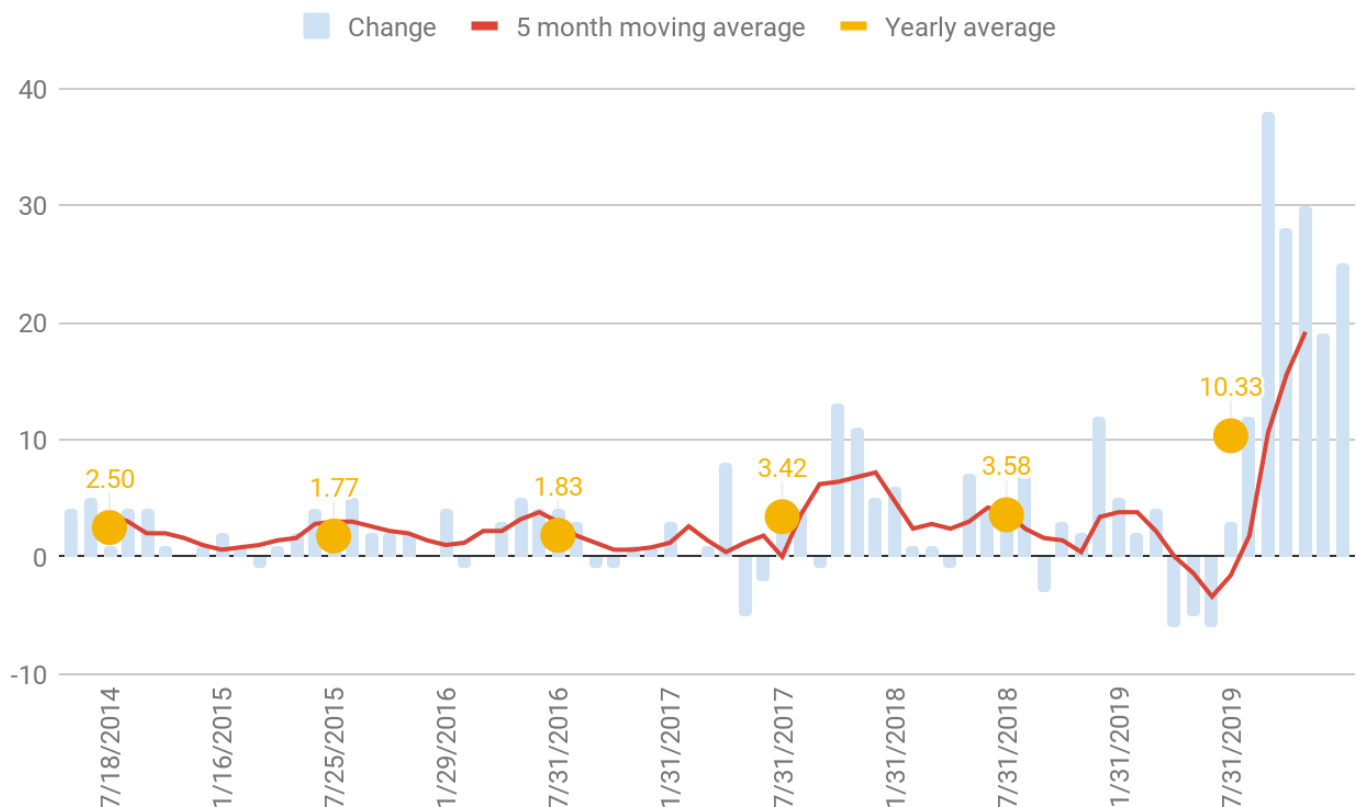
Meeting called to order at:	1904
Board members present:	Sylvia, Timm, Sarah, John, Cassie B, Sean, Ken
Others present:	James, Mark, Roger, Dwight, Bob, Gary, Wolfgang, Luke, Cassie F, Jay, Ron, Randy, Ray

Treasurer's Report

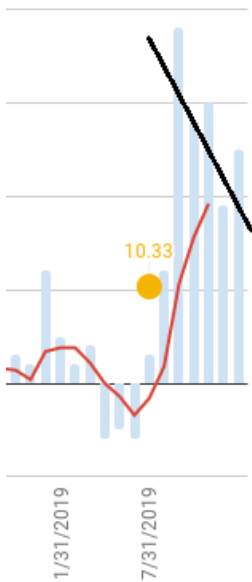
Member level composition

Current paying members: 295, includes: 172 Regular; 15 six-month; 8 twelve-month; 28 Student; 44 Seniors; 9 Starving Hackers; 17 family/spouse; 1 Premium; 1 nonrecurring. Not counting: 24 pending; 3 unpaid keyfob. (as of 1/15/20). There was a net increase of 15 members since the last report. 33% of all memberships are subsidized in some way.

One year ago (Dec 20, 2018 report): we had 148 members, and only 21% of members were subsidized.



Historical Member Growth Rate Last 5.5 years presented. Rate means net gain (or loss) for any given month. 5 month moving average helps show trends. The average of months for a year (centered around July) is in orange. In spite of the caution against making predictions, this is a helpful derivation and some trends can be seen. For the first three years, a seasonal peak in Summer was common. The CRM issue disrupted the seasonal pattern in year 4. Seasonal changes may have emerged in year 5, but hard to distinguish, especially after the move. The moving and yearly average are now also less useful because of major changes in operation.



One pattern of possible interest is the downward trendline after the move. It makes sense that interest will fall off by some degree, so we should continue to watch this pattern for if (and when) it levels off. Our 'can we afford to move' cashflow prediction was that we would level off around 350 members.op5

Treasurer question - Randy - If I raise funds in metal department for a specific project, but others want to donate funds to general, those are different funds? Can treasurer tract these? - Yes

Ron - Can we do a microstudy of last four months during the explosive growth, to see churn of membership? - Yes

Randy - remarkable growth, Friday night orientation, remarked about no longer seeing new member emails due to numbers. Was useful for him to identify folks wanting training/interest in welding. This is information we can query in WA.

Jay - Found the list interesting for the woodshop so b/c they knew how to better organize their trainers. Could this be something performed every 6 months.

An automated system in place for signing people up for training, but this does not solve the problem of lack of trainers.

Ron - When you get checked out on a piece of equipment, is that info collected? - No.

If new members are following info, that provides feedback .

Tracking, reporting, consistency - could be solved by lock outs.

James names a signed sheet at the end of training, which puts onus on member being trained.

Ron - named finding an intern from UW to track data on check offs.

Sylvia - what should I do with refund slips? Sean - do we care about tracking this? How many refunds are we having (5 currently).

Bob - How does each area get a monthly operating budget? Sean - We voted on these numbers based on what area captains came up with. I add that number times 6 months to earmarked funds and track it.

Ron - are the budgets and expenses matching closely? Sean depends on the area. Bob - Consumables in woodshop killing budget since they do not charge for use/ time on equipment. James - Are we going through the materials on a reasonable rate? Dwight - depends on the experience of members using it as a one time mistake can have bigger

repercussions. Bob - Suggest talking to Jim about ways to recoup money. Luke - Should woodshop get an opp to reconsider the budget needed in light of heavy usage and wear/tear. Sean determined how much was being spent prior to move, but that number was under budget - BUT usage has increased. Needs re-evaluation based on data. Sean suggest a use fee for popular/annoying loud equipment. Mistake jar also suggested. Sean wants to know if woodshop has requested appropriate reimbursements? Not always happening since members are replacing parts at their expense.

Member Input and Discussion (10 minutes)

John - Good representation of areas at meeting. What is the opinion of those people and do they feel heard? Overall good idea.

Sylvia - Can we make an announcement to general membership to wash, dry, and put up their dishes instead of leaving things out on the counter? James suggest reminding people that more and more cameras are going up throughout shop.

Make note of when what happened so people scrubbing video know about when to look to identify who did what.

Randy - trained individual on Tuesday Jason S, new member has a family business in Mineral Point that makes high end metal furniture. He offered flap wheels, grinding wheels, offering hardware, raw materials. He has machining machines that outlive their life there that they do not know what to do with. Randy pointing out that business just do not know we exist and we MAY want their donations for useage or resell - also can be a write off. We get notoriety via individual connections through our volunteers and members

Priority Business

Budget Planning

- Propose putting extra funds into three areas:
 - Bodgery 4.0 (whatever we plan to do win 6.5 years when our current lease is up)
 - \$50k just to move in 2019!
 - Area capital expenditures (rotate through an approved list of areas each month)
 - Wishlist from each area prioritized
 - Rotate through each area so areas are equally attended to.
 - Should we forego this till expansion is done?
 - Shop capital expenditures (improvements to the Bodgery as a whole, or setting up new areas)
 - spray booth and auto-shop? This seems like a good time for another Bodgery-wide vote verses kicking ideas back and forth where there is no general consensus.
 - The Bodgery as a whole
 - Delay area/shop expenditures for expansion?
- [Sean] It might also make sense to prioritize these larger expenses (\$20k for each?) *before* budgeting next moving fund so that we can enjoy them for a longer duration during our stay here (and presumably they would attract more members, etc), and once completed put all surplus into saving for Bodgery 4.0.
 - Calculations: \$1500/month, 2% rate of return, for 6 years gives about \$115k. Enough for 20% down on a \$500k building, or 10% down on \$1M. A 20-year loan for either of those options is cheaper than current rent, though this doesn't include moving costs. But that means starting *now*.

- We do need to set a goal/monthly target that are dedicated to moving fund at rate we agree to, as well as to purchase items we need/want.
 - How do we divide up our surplus?
 - We need cost, which need to be kicked to a committee.
 - We need to know also what the expansion is going to be so we can anticipate what the space usage and buildout cost will be.
 - Ron - get sketches for expansion together and bid it so we can determine our budget.
 - Saving goals makes sense, but determining cost (bids) is not feasible since what the expansion will be in uncertain
 - Reset - Save \$2k/month for the 6 year plan AND create a build out fund. Do we dip into the 6 year plan money or not if there is a need?
 - What should our 6 year move saving/month be? When there are expensive cost, we save x, and increase it in times of plenty.
 - Motion to set aside \$2k/month for a long term moving plan for the near future. Passed
- NEED - Community meeting to determine what to do with expansion

Committees

- Roger - More infrastructure behind each area so a consensus is reached.
- Wolfgang - committees to reduce STRESS on board and increase membership involvement in shop.
 - Focused committees to provide recs to the Board.
 - We have these, but they spin their wheels, needs more structure and deadlines.
- Ron suggest Area Captains and shops are already committees, so why increase layers when there are structures in place.
- Roger - If we start at the beginning and tell ACs to take on more responsibility and develop a structure to the area. I.E - hold quarterly meetings, gather info, bring it to the Board.
- Luke - delegates who are interested in x subject, and send those people to the committees.
- Multiarea projects needs direction and deadlines.

Mold Making Area Budget

- Luke requests \$1,450 to build out the space This is in addition to what was already allocated for other aspects. The bulk of this cost is split between 4 tools. There are loan options for some of the tools, but those will not meet requirements for woodshop if they wanted to get into stabilization resin. Will work for everything else.
 - Is there a way to get a universal vacuum pump that could be shared with other areas? Yes
- Does this need a membership vote, or does it fall under our moving buildout approval?
 - It was part of our moving plans. Screen printing budget was approved under this.
- Motion to approve funds up to \$1450 - passed

Rabin TI allowance notes

- As of 12/6/19: \$1,038 left to spend.
 - Can we put this towards plumbing?
 - Sean will bring this up with Rabin
- Make sure \$1,770 is reimbursed from Rabin

Expansion

- Suite B available, ~8,000 sqft, \$6/sqft/yr + CAM.
- Membership voted and approved expansion on those terms, 124 to 3.
- LOI: 7,840 sqft, \$6/sqft/yr + CAM, new lease “coterminous (ends when this one ends)” with current one and base rate increases at same rate as current (3.5% annually). Rabin provides a “broom clean status”, removes “lift station” apparatus, ensures separate elec/gas/water, repairs any damage to the floor. Will provide \$20k for site improvements. 1 month security deposit. Signage and parking allowance increases per original lease.
 - Discussion of terms.
 - Negotiate the rate increase to not go up a full 3.5% on July 1, but pro-rate.
 - ADA compliant entrance by back door? - probably would come out of the \$20k.
 - What do we want from them?
 - Rate of \$5.50/sqft/yr verses \$6 for next few months - Can we match our existing?
 - If not, then we need more on the TI
 - We have spent money on improving this space, which they will ultimately benefit from - negotiation point
 - Floors should match between this (clean) area and that area (if they won't under what we want for our buildout - TI)
 - What do we want for out of our buildout (TI)?
 - Need to know the cost of door now?
 - Double door in back at least
 - Single person door in clean room
 - Electrical
 - Partitions
 - Much of this will also be dependant on what we do with the space.
 - John will
 - request quick estimate from their contractors on putting doors between spaces.
 - Re-eval TI amount requested based on this conversation
 - Negotiate rent rate
 - Board approve?
 - Misc related
 - Roger received an email from Rio Grand - positive response
 - Consider having an event space in new space since we having parking. Monthly, every other month.
 - Craft fairs, indoor farmer's market, etc - could create a revenue stream.

Fundraising and Outreach Proposal

- **Infosys Grant**
 - \$10k grant, with education focus on youths, 10 winners, Due Feb 24, Awards in June/July
 - <http://www.infymakers.com/>
 - Found out last year, at the last minute. Threw application together in a weekend, but didn't get it.
 - Focus on classroom computer upgrades. Should finish buildout/have some actual classes to show progress. (Paying teachers directly).

- Need a few social media posts
- Need people to get involved in this - announce in fundraising channel - tag Erin

Build-out Update/Shop Improvements

1. Final permit is waiting on a building inspection of the finalized kitchen, after the sink is installed.
2. Shop Improvements list:
 - a. "Welcome" area
 - b. Security cameras installed
 - c. Front door fixed
 - d. Mail delivery
 - i. We have a coded key-box, needs to be mounted outside for FedEx/UPS, and we need to buy an official USPS key box, and mount it outside.
 - ii. Mark P working on this
 - e. Roger wants an intercom or doorbell for non-members who attend classes.
 - f. Classroom next steps
 - i. Install Windows
 - g. Project Parking stuff moved to that area (new bulletin board hung there, currently sitting ready to be installed)
 - h. Kan ban section added to bulletin board by bathrooms.
 - i. Color coding tools for shop so people can id and return tools

Scissor Lift

- Need for setup on expansion, as well as maintenance (replacing fluorescent tubes, for example)
 - Even more useful if we get pallet racks
- Go to membership to approve a \$3k budget? \$4k?
- Request for cost quotes. \$12k for new, \$7k for reasonably used ones. (20 foot models)
- Readdress in another month due to other ongoing issues to address

Weatherproofing

- Improve weather stripping on front doors, and doors separating cleanroom and shop
- Door quilts
 - Front glass doors
 - Back rollup door
 -
- Plastic wrap over all the windows? Doesn't look pretty, but sure helps. Shrink wrap?

- Salt/sand for sidewalks, kept by glass doors
- Need people to work on a plan - spend a couple hundred dollars. Windows and gaps are problems
- Ceiling fans would increase comfort level and increase energy efficiency

Quieting the Woodshop

- Build acoustic panels to dampen noise. Can be done relatively cheaply.
 - See how much this helps before more expensive options

Training/Volunteers

- Start encouraging people to charge for training/check offs
 - Hopefully increase people holding these
- Bodger Dollars
 - Set a list of activities that people can earn these for
 - Once they earn enough of these, they get incentive
 - We need to create the list first and make people aware of what is available/needed
 - Will also need to consider they may need training for these activities
 - Put this out to the membership
 - We make this list
 - For the shop as a whole
 - For specific area captains

Other Business

Woodshop disposal of oily/flammable rags

- Woodshop has not created an alternate solution, so the board's suggestion is now in place.

Board votes that happened on Slack

1. Dec 21: approve funds to add to woodshop fundraising for new thickness planer
2. Dec 27: close the shop for floor striping
3. Jan 14: allow 3D printing to use their funds for printer parts over \$100
4. Jan 15: approve funds to be spent (from Metalshop fund?) on new metal brake.

Mural

- Are we ready to ask for bids? (electrical and plumbing expenses now set)
 - We don't have to accept them, but would be helpful to get an idea of costs

Whiteboard Video

- JE hopes to write a script for the intro/explainer for the home page. Advice is welcome.
- Ken experimenting with Squigl piece - DIY whiteboard videos translated from powerpoint

Replace light fixtures?

looking at the efficiency gains of switching to LED fixtures

on the shop side, we have 19 fixtures with 6 T8 florescents each, for 114 bulbs total. Each of those are 32W. They can be replaced by 18W LEDs.

at a savings of 14W per bulb, we'd save 1,596Wh every hour they're on. Let's say they're on for an average of 3 hours a day, which makes 144KWh over a 30 day month.

from the MG&E bill we just got, we're charged about \$0.12/KWh, which means we'd save \$17/month.

we would need 5 packs of the bulbs below to replace everything in the shop side, at a cost of \$1200. It would take 70 months to make that money back.

https://www.amazon.com/Hyperikon-Bulbs-Light-Ballast-Bypass/dp/B015QJLD5U/ref=sr_1_1_sspa?keywords=t8%2Bled&qid=1575679080&sr=8-1-spons&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUExM1c3TTJHTzdPSkE3JmVuY3J5cHRIZEIkPUEwODg1NDkxMU9LUUdLVFNMUzdFWSZlbnNyeXB0ZWRBZEIkPUEwNjYyMzQ1NjFwTVgzSVNXNDI4JndpZGdldE5hbWU9c3BfYXRmJmFjdGlvbj1jbGlja1JIZGlyZWNOJmRvTm90TG9nQ2xpY2s9dHJ1ZQ&th=1

6:45 PM

possibly, we can find greater savings in bulk

6:47 PM

there's also some effort involved in wiring them up (remove ballast, and connect up only one of the two ends), and we'd probably want a scissor lift

Tabled for Jan

Meeting adjourned at 2117