

Board Meeting Notes

January 21, 2016

Attendance: John, Timm, James, Kate, Karen

Absent Board Members: Ken

Updates

---> **All members are welcome to full details from the Treasurer's Report - join us for a monthly board meeting!**

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- **Finances and membership** (John)
 - Current members: 40, including 1 desk rental, and 2 scholarships.
 - Members gained: 1 in Dec, 4 in Jan
 - Members lost: 1 in Dec
 - *Members on pause*: 2

New Business

- **Fundraising/Outreach** - To do's from last meeting (John)
 - Create a form letter notifying businesses that we're a nonprofit, and they can be part of "building Madison (maker) community"
 - Create a brochure to hand to a business, describing us, our "10% Employee Discount" program, ways to sponsor and donate funds/tools.
 - **Create a Receipt Book for donations**, with our logo/name, etc.
 - Seek out a Communications Intern? (Trade for membership?)
 - Possible tasks for them:
 - Seek out member projects / bios
 - Post of FB, Twitter, YouTube, blog
 - Brainstorm on potential workshops, seek teachers
- **Digital Waiver** (John)
 - The Madison Circus Space uses an online service called [SmartWaiver](#), which can be filled out from anyone's phone/tablet/computer, keeps the info in a searchable database, provides metrics on visitor geography, etc.
 - Cost: \$15/month for 100 waivers/month, with an annual-payment discount of 15% (so \$153/yr)
 - Might be an interesting 'hack day' project to create our own?

- ----> Board says yes to “make our own”
- **T-shirts and other promotional materials**
 - Start a design contest for Official Shirt?
 - Start with Board, ask membership about that design
 - Print that at local company?
 - Yes
 - Allow other t-shirt designs to be displayed on our website in a merch page?
 - Free promotion, allows others to get involved, etc.
 - Yes
- **Space Improvement Day/Cleaning**
 - Monthly space-improvement day on a Sunday or Saturday?
 - Yes, Saturday, Feb 13th, 10am - 2pm
 - One of the projects will be a digital waiver/sign-in program
- **Programmable Thermostat**
 - ⇒ Plan to purchase and install a programmable thermostat in the clean room.
- **Vacant Board Position**
 - We need to find someone willing to serve out Bill's term.
 - Karen is pursuing a lead, looks promising. Other names were suggested as backups.
- **Security camera system**
 - Review process with board on using it
 - Get a static IP so we can access it from home?
 - Be able to check RFID system to troubleshoot
 - Board says yes to \$15 (John will ask Charter)
- **Installing barrel locks on the co-working space double-doors**
 - (per Andrea's request. sliding bolt locks already purchased)
 - Board says yes.
 - Possibly moving Andrea's desk in front of the glass doors, ask her first

Upcoming Events

- Iron Pour - at Sector in early Feb
- Madison Mini-MakerFaire
 - May 14th weekend

- ---> Need to sign up!

Meeting Minutes

7:02 pm - Begin. Finances update.

7:12 pm - T-shirt. Design contest. Point people to Zazzle to buy one.

7:20 pm - Google talk on Friday, Jan 22. What to talk about?

7:23 pm - Fundraising.

7:25 pm - Communication intern possibility

7:28 pm - Online waiver. Make our own? Timm will make an online member signup system on a service day.

7:38 pm - Replacing microwave

7:44 pm - Programmable thermostat

7:47 pm - Vacant board position

7:52 pm - Static IP. Board approves \$10-15 for one.

7:57 pm - Projects around the shop. Kitchen sink.

8:04 pm - Andrea's space, blocking off door, move her table against the door?

8:09 pm - New member signup form corrections

8:19 pm - Upcoming events; Iron Pour, Madison Maker Faire (May)

8:25 pm - Adjourned