Board Meeting Agenda (and Notes)
July 28, 2016

Attendance: Timm, James, John, Dawn, Andrea, Kate, Grant
Absent Board Members: Tony

Treasurer's Report

3. **Finances and membership** (John)
    a. Current members: 54, including 1 desk rental, 1 Google, 2 scholarships. Plus 1 (non-paying) alumni.
        i.   Members gained: 5 since last board mtg
        ii. Members lost: 1 (Sue, not renewing Aug 1)

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

Old Business

1. A/C in the Clean Room
    a. No movement since last meeting. The hot season won't last much longer, so…
    b. Board decided to postpone discussion until April 2017.

2. Progress from last month's plans
    a. Creating a "booth kit": standing banner, front table skirt banner, 3D printed/lasered/routed objects, aluminum sculpture, business cards, mailing list signup sheet, etc - all in a rubbermaid tub.
        i.   From Tony:
        ii. [Standing retractable banner](#), about $70 33"x78" includes stand.
        iii. [Feather Flags](#), about $40 each – 8'x2' does not include stand.
        iv. [Custom banners](#) come in a variety of sizes and can be used in front of tables or as backdrops depending on the space. Prices start at $20 and go up to about $50 depending on size (2'x4' vs 8'x5')
            1. Ideally 6' long, 2.5' – 3' long
        v.   Board approved spending money on a standing banner and table skirt.

      vi.   Banner/skirt measurements should be emailed to membership, and ask for design submissions. Membership votes on entries.

  b. Interview people about their making (Member spotlight)

  c. Goal to create more classes, workshops, and meetups
      i.   Committee update? Grant discussed with Caroline, who was willing to chair the committee. She/they will email the membership to get compatriots.
      ii.   Andrea talked with Women in Tech group, and they would like to host a meeting here. Tentatively scheduled Aug 31st, Andrea will email Karen to firm this up.

  d. 2nd webcam for clean room
      i.   Update? John is a loser, hasn't done anything.

  e. T-shirts
      i.   Workshop update - Tony (not here)

  f. ETC Philanthropy application - Tony (not here)

3. Lack of member 'Ownership' of The Bodgery
  a. Tony will pull together a discussion group (/sub committee). Grant and Kate willing to help. Grant emailed Tony, no other reportable progress.

4. CRM/Seltzer/Xero update - John
  a. Auto emails for non-recurring dues set up in Xero, with auto reminders.
      i.   25 members are non-recurring
  b. Xero has contacts feature that can be used for members
  c. Seltzer does not currently auto-terminate keyfobs. Could be coded.
  d. John recommended that we utilize Xero functions to auto-email invoices and non-payment reminders, instead of duplicating bookkeeping entries into both Xero and Seltzer. Board agreed.

5. Addressing Treasurer burden
As membership grows, chasing non-paying members is increasingly burdensome (and irritating) - around 10 members are late each month
  a. Make recurring payments mandatory? We'll lose members (~10?)
  b. Or not mandatory, but provide financial incentives for recurring
      i. $5 off recurring payments? Or add $5 to non-recurring?

6. Timm's idea for creating "usage terminals" on tools
   a. Function: a tool user can go to a terminal, enter the amount of time/consumable used on a tool, scan their keyfob or enter their name, and it would log the usage/fee. System will auto-nag them to pay it. (Send an invoice, or tell Xero to send the invoice through the API)
      i. Board says let's not incorporate payments in Phase 1, but investigate for the future - John should contact Milwaukee about that.
      ii. Board liked the idea, thanked Timm for his work on it.
   b. Timm has most of the backend coded, wants to pass it to others for review.

7. Payment system for workshops
   a. [Wordpress plugin](#) that was approved as first option didn't work
   b. Backup: EventZilla. Kate will investigate it again, and present info to board.

8. Tormach CNC Update
   a. Fundraising has received $1,502 to date.
      i. $200 was received after meeting, bringing us to full amount!
   b. Still needed to cut metal: enclosure ($665), mist coolant ($370), and 4" vise ($166) - we could also use the manual mill's vice

9. Security Cameras died :(
   a. James diagnosed it, the fan had died (from dust). He replaced the fan, but the dvr doesn't currently recognize the hard drive. Could need a new hard drive, or we may need to replace the board.
   b. James is diagnosing whether it's the board or hard drive. Will notify the board. Thanks, James!

10. Spending Policy
    a. Proposed by Grant last month, levels slightly modified in discussion at this meeting:
       i. Up to $25, any board member may make the purchase
       ii. $26-$100, purchases must be approved by Area Captain or board member, AND the treasurer

        iii. $101-$300, a written proposal to the board required
        iv. $300+ sent to a vote by the members
        v.   If board deems it to be an emergency, they may vote for any size expense, without waiting for membership approval. Emergencies are safety, security, non-discretionary facility repairs/improvements, etc.

  b. Board approved levels detailed above.

11. Tabled from last meeting, and after lengthy discussion, tabled again:
  a. Spending policy
        i.   How large expenditures are prioritized
        ii.   Ensuring that all areas get equity in spending
  b. Proposed: Wishlist ranked by membership, reviewed every 6 months, Bodgery purchases must (or should?) go down the list.

12. TIG Welder update - no decision
  a. Karen will front the initial $500, but would like to be repaid eventually.
  b. Will need some supplementary items to get it fully running, total cost estimated at $1,000.
  c. Ideas for fundraising?

13. CNC Embroidery Machine software
  a. Dawn willing to purchase a quilting design software that will also create files that would work for the Embroidery machine.
        i.   It would then require a plugin ($250) to work fully with the machine. It also supports multi-head machines for future expansion.
        ii.   Board voted to spend money on plugin.

14. Torrenting/Internet Infrastructure
  a. In light of the DMCA takedown notice we received, and due to a few issues where large numbers of internet users at the shop slowed the connection to a crawl, we've been looking at some options for improving our infrastructure for the long term.
  b. Details can be found here. Cost estimate ~$225.
  c. Board approves the expense.

New Business

1. Minor policy for using red-tagged tools
   a. Proposal: 12+ year olds may use a tool if both they and their parent/guardian have been trained and checked off on the tool, and the minor uses it while the adult is supervising.
      i. Board approves this policy.

2. Maker Faire Milwaukee
   a. John reserved a 10' x 20' booth, which holds three 6' tables.
   b. Let's build a pedal-powered thing (Car? Bodger? Etc)

3. Geek Con (Aug 26-28)
   a. We're doing a panel, Topic: what is a makerspace
   b. Members emailed to sit on the panel, two maybes

4. Promotion and Marketing
   a. Instagram report from Myranda
   b. Other (social) media efforts

   c. Internal promotion:
      i. Let's create automated emails like "What are you making?", etc

�ള Adjournation occurred.