

# Board Meeting Agenda (and Notes)

March 15, 2018

*Attendance: Myranda, James, Karen, Grant, Sean, John, Randy, Roger, Sylvia*

*Missing: None*

## Treasurer's Report (Consent Agenda)

### Finances and membership

- **Current members: 118**

*Finances are redacted for the wiki. Please contact the board if you have questions about financial and membership details.*

**Board reviewed Consent Agenda above (Treasurer's Report)**

*Discussion: Question about vending amounts.*

*Consent Agenda approved.*

## New Business

### Brief Reminder (Sean, 1 min FYI)

Please be sure to 'authorize an agent' on behalf of the Bodgery if we want to sign contracts. That's the legal requirement according to our bylaws. Not doing so may impact the validity of the contract. This question was raised last meeting, and my read is that anyone the board authorizes to do so, may enter contracts on behalf of The Bodgery. An authorization vote in chat is probably fine, but ideally we'll have a record in the meeting minutes. I'm not a lawyer, but this is my read of it.

*→ Motion to authorize Karen to sign a new lease. Board approves.*

### Domains (Sean, <1 min; <5 min to figure out who can do this)

Domains paid for (Thanks John!) Could we get these domains (thebodgery.com and .org, plus Madcitymakers.com/org) transferred to a service linked to the Bodgery, vs his personal host please? (his request.)

*→ Board recommends that domain registrations are moved away from John's webhost. Recommended registrars are Hover and Name.com.*

### Purchases (Sean, 1 min)

I constantly fret about keeping purchases easy, but we end up paying sales tax unnecessarily. Is this a problem? I'm thinking once we have a package receiving solution (at the new space?), Amazon can solve this problem. Table until then?

Tax free documentation link:

<https://docs.google.com/document/d/1DMzdVPJx7KpeHSaISaL812N9KRPasOKOmaqU8JhCPiw/edit?usp=sharing>

<https://drive.google.com/open?id=0B3EVvQAbZSgiSnJRX25yb21ETDg>

**Sander (James, 5 min)**

I think we should discuss covering the rest of the sander purchase for the woodshop. I think it would be a morale boost and send a good message.

**Issue-tracking/Kanban for the move process (10 minutes) - Grant**

The sheer amount of stuff we need to do before, during, after, and related to the move from Robertson Road to Mayer Avenue will quickly exceed a spreadsheet or Google Doc's capacity for effective management. Therefore, Grant is proposing that we look at a [Kanban system](#) for handling tasks.

Three digital solutions Grant has looked at are GitHub Issues/Projects, <https://taskboard.matthewross.me/> and <https://kanboard.org/>. GitHub Issues uses an empty git repo; the other two solutions we would host on our Linode server. (Addition from James: <https://trello.com/thebodgery1> hosted solution with free tier)

The workflow Grant envisions has 5 columns:

- Backlog - any new tasks or tasks waiting for a prerequisite
- Ready - tasks that have all prerequisites, or tasks that have been started but are not done and not actively being worked on
- In Progress - tasks that one or more members is actively working on
- Pending Review - tasks that a member thinks are complete
- Completed - tasks that a captain or champion have confirmed are completed

We would also be able to tag tasks with a particular area, so that we can see the entire work status of a given area by itself.

We would probably want to allow board members, area captains or their designates, and the IT committee to add and close tasks. Other Bodgery members would be able to select tasks, move them from Backlog -> Ready -> In Progress -> Pending Review.

On work days or moving days, we could print all relevant tasks and recreate a Kanban board on a wall; this would allow people to easily claim tasks and move them without having to reach for their phone. Conversely, all 3 of these systems should be accessible from a smartphone or tablet, which would allow us to update them on the fly and in multiple locations.

→ Board approved using a Kanban system, Trello seemed like a good starting point.

**Lifetime Membership Request**

A member says they are considering making “a significant donation” *redacted* of woodworking tools to the Bodgery after the move, and had heard about the lifetime membership granted for the machine shop donation. Wondered if this would qualify.

- We have 6 months and 1 year membership levels with discounts. What about a 10 year or lifetime amount? *Although this would be paying with money, vs tools.*
- In the interest of fundraising, rewarding a significant donation with a long-term membership could be a nice thank-you.
- Their second question was if a large donation could reduce the cost of studio rental.
  - A concern was expressed that studio rentals could be really variable over time (size, cost, location, what comes with it, etc), and with a static deal set many years prior, much opportunity for a disagreement later on.

→ Board discussed the pros and cons here. The board was uncomfortable in making long-term deals (over 1 yr) on studio space, as the parameters will likely change over time as the shop/membership shifts. **Board voted to not allow more than 1 year deals on studio space.**

→ Board discussed the dynamics of the previous lifetime membership, and how rare those dynamics were. It was a *redacted* donation, to essentially create an area we had large gaps in (machine shop), from a person that was willing to teach the use of the tools, and didn't expect to utilize their membership for that long (as they were retired and wanted to spend more time outside a workshop).

→ The board had more questions about trading membership costs for the donation than they had time to finalize. **John will talk with the member to get further info.**

### **Strategies for Reducing Burden from Tours, Orientations, and Open Shops**

At the member meeting (Mar 13), a few ideas were proposed to lighten the burden from increased guest traffic on volunteers.

- **Set “tour times” for Open Shop nights**
  - **Board approves limiting tours to once per hour.**
  - **Board approves this** requiring guests to read a brief “Guest Rules” sheet (and/or sign) to cover anything they NEED to know as a guest that would normally be covered in a tour.
  - **Have only scheduled “Tool Check-off Times”**, so the Area Captains aren't training and supervising all night long. We're wearing them out.
  - Proposed: Friday 6:30 pm and 8 pm. **Approved by the board.**
  - Tool check-off requests will be directed to these times. Exceptions are left up to the area captains, but we make it clear they can say NO.
- **Set two orientation times per Open Shop**
  - **Board approved one orientation time per week.**
  - The Membership Committee (see below) will figure the time and details out, and report back next month. **In the meantime, new-member orientations will happen on Fridays at 8pm.**



it), or could contract with all the tenants separately. We can access a LOT of speed/throughput from the fiber. :)

- **Action:** DaneNET would like to know what the rent would be. They are asking for a wall to be built to seal off their space, and their office to be made accessible (AODA), which at the minimum would be a wheelchair ramp into the classroom from the clean room.
  - Are we requiring them to pay membership rates, or just go through membership process?
  - **Option 1:** Our lease is (probably) \$5.50+CAM/sqft/year. The space they would rent is 400 sqft.
    - At \$7/sqft/year to include CAM, that's **\$234/month**
  - **Option 2:** Studio space is \$3/sqft/month, and that space would fit 6 studios.
    - That's **\$900/month + memberships.**
  - **Option 3:** Something in between?
  - How would we divide up internet costs?
  - They're used to, and looking for, office space. Clean, private, secure, quiet(ish). They may want a cleaning service for their space, but said they would be willing to contract it for themselves.
- **Action:** Reaffirm change to studio sizes from Slack conversation:
  - 6' x 8' single - \$150+membership
  - 12' x 8' double - \$300+membership
  - Proposal: 4' x 4' storage - \$75+membership (floor or shelf?)
  - Proposal: 2' cube on shelf is free, double-wide is \$10/mo extra.

### **CiviCRM (<2 min explanation; <10 min if we want to talk about this)**

~~John found a reasonable alternative to Wild Apricot. I was intending to install a version and move just one PayPal account to it. If there's any disruption whatsoever, let's please continue with WA for a year as agreed. If it's possible to \*seamlessly\* transition, I propose phase two: making sure we have the support knowledge within membership. Grant (IMO) correctly identified that what we're really paying WA for is support, and that altering such a critical aspect of our enterprise should not be taken lightly [I'm paraphrasing; is this your concern?]. Assuming we even get through phase two (competency) we'll subsequently test it for a few months, and concluded with a slow phase in. If anyone has concerns please voice them now, and if this is a terrible idea, I'll pursue it no further.~~

**Update:** Feel free to review the above, but let's put a pin in this, unless someone else wants to take lead on this. I'm interested, but after thinking about it it's not something I want to tackle while the move is upcoming.

## **Prior/Recurring Business**

### **Next Steps for OM/Moving**

- Discussion about maximum number of studios. (Tabled in Feb and March)

### **Review Wunderlist Tasks**

- Reservation software for tools? Some research done by James.
- Starving Hackers: Myranda made the to-do list with check-off capacity. John hasn't reached out to them.
- Guest tour cheat sheet - Developed online, tweaked, printed, laminated..

**Adjourned at: 10:15 pm**