

Board Meeting Agenda (and Notes)

October 24, 2019

Meeting called to order at:	1900
Board members present:	John, Sean, Timm, Sylvia, Cassie, Ken
Others present:	James P, Dwight, Doug, Roger, John L, Mark, Dawn, Erin, Iris, Randy, William, Jesse R, Adam J

Treasurer's Report

Member level composition

Current paying members: 221, includes: 130 Regular; 1 scholarship; 13 six-month; 7 twelve-month; 20 Student; 35 Seniors; 3 Starving Hackers; 11 family/spouse; 1 Premium. Not counting: 12 pending; 3 unpaid keyfob; 2 waiting on payments. (as of 10/22/19). We gained 55 members in the last 30 days!

Notes:

1. +12 senior members (~50% increase).
2. 27% of our membership is on a steep (50%) discounted rate. Another 9% are discounted through advanced (6 or 12 month) payments. [discuss?]

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

Treasurer's Report: Board approves after discussion on various items.

Member Input and Discussion (10 minutes)

James - Flooding?

- Blockage downstream was jetted open and we haven't heard anything since...hasn't rained hard since.

Randy

- Front door - has no key fob set up yet, continue to use woodshop door
- Mig Welder up and running!!! MARshall is switching the plug on Tig welder so it can be used. Plasma cutter has no air compressor hooked to it currently as air compressor needs power to it - electrical buildout needed. Metal area has some co-captains brought on to help get people trained on the welders.

Dwight - re: Tammy

- what is her status? Has been driven lately, but is smelly and toxic. Tammy will need expensive repairs in the future. On the agenda later

John L -

- Thermostats for gas-fired heating units - HVAC contractors said there are none on the space heaters, even though we were told there was. John E said he was told there were thermostats on the units themselves. John E to reach out about this again.

Iris -

- Wienermobile is bothersome to her as she sees this as a legacy of the violent past of this building. Sees its presence as unnecessary and not related to our space.
- Larger Wienermobile will be returning soon to Milwaukee. John L Going to Milwaukee Nov 14 if we can set up the return of the larger one.
- Smaller one belongs to family of a member - they will want that back.
- John E spoke to nostalgia given to importance of the area. Ken pointed out Wienermobile Parking Only sign outside - should that be moved to another location in the space? Iris says this is not her decision, but up to the Board to make that call. Wienermobiles will be moving out.

Roger -

- Can we get insulation on the tin part above the block wall that separates the wood shop from the rest of the shop. Would cut noise from extending outwards.
- Pile of lumber outside spray room is getting out of control and hindering movement around Jewelry. Parking lot is not big enough for woodworkers looking to store. Can we use Spray Booth till it's useable? So long as kept in place.
 - Spray Booth has already turned into storage space for items that need to go to their homes
 - Reduce number of studios to increase storage space? (As those studios come off leases.)

James - Should studio space lease be listed as being used space verses storage space or empty?

- John E - There should be a specified level of upkeep of a studio described on the contract?
- Sean - "Neglect of space" is already on the lease.
- Dawn - include verbiage to make your studio look presentable and useable for future studio spaces. Sean will have a conversation with the owner of the space that looks like storage piles, and rework language for future leases.

Dawn - Craft would like money to get shelves.

- 4 Shelves would take care of needs, \$37.99 with rebate that brings it down to \$33.
- Board passes that expenditure. Total needed \$151.96

John L - Electrical - could we move this up on agenda?

- John L presented his draft plan for adding electric to the studios in the big shop, 3D Printing room, and classroom. Also presented future options: more outlets in woodshop, more outlets in the office.
- Board requested a circuit be added to the Clean Room studios, on N end.
- John L asked those present to review his drawings, and add comments for changes.
- Board pushed back about electrical support poles in the middle of the classroom.

Old business

Build-out Update

1. Final permit is waiting on a building inspection of the finalized kitchen, after the sink is installed.
2. We have a bid from a plumber (Stagecoach Plumbing). Note, we're providing all sinks and faucets.
 - a. Kitchen sink: \$295
 - b. Shop sink + Screen printing sink: \$1,760
 - c. Water softener installation near mop sink: \$1,170
 - i. Supply lines will need to be split, will incur additional cost.
 - d. Washing machine connections: \$520
 - i. Washing machine can go next to shop sink or mop sink and drain into it.
 1. Shop sink is not an option due to space. Would need to go over by cleaning supplies.
 - e. Mop sink area repair and install: \$780 (this sink included)
 - f. → Prices are high. Doug knows a guy who has previously donated plumbing work to Sector. He will reach out to him. Board asked him to please do so within a couple weeks.
 - g. → Dryer would be helpful, but we would also need electrical for this.
3. Clearing out screen printing area: update?
 - a. Timm needs help loading cabinets into Tammy - tonight or tomorrow
4. Welding update: City Building Inspection and Fire Dept approved our mobile fume extractor set up as-is!
 - a. Jewelry wants to remove 2 panes of glass from windows above, has been waiting on welding to pass. Board says to proceed, James recalls Josh/Rabin saying okay to this.
 - b. Glass torch vent could go out existing vent for spray booth - but possible problem due to flammable fumes from spray room exhaust?
5. "Welcome" area
 - a. Kiosk and Ken's laptop are working, in place. We could use another 1-2 setups, so people don't get clogged up.
 - b. Doug and John have been talking about a design for the area.
 - c. Glass panes on either side of inner door good for displaying member works for display and selling.
 - d. Bulletin boards - One has a glass front, it could be put in clean room.
6. Security cameras installation

- a. A few up, need more mounted.
7. Flooding is happening again. Rabin notified, and Hooper Construction found a blockage in the underground drain pipes downstream from our building, and they cleared it. Fingers crossed?
8. We have a physical key that opens all our people doors. Need to get a copy to go to USPS, FedEx, and UPS.
 - a. Casey donated a coded key-box (needs to be mounted outside).
 - b. We need to pick up an official USPS key box, and mount outside.
 - c. We'll need a working front doorbot to make this all work.
 - d. Timm proposed all Board members have a copy of the physical key in event of door bot failure.
 - e. Door Bell in front with extension bells in various parts of the shop - if we do this, we need to put up an open/close sign.
 - f. Hours do need to be posted prominently
9. Striping the fire lanes
 - a. We have striping machine and paint, we just need to set a time to do that.
10. Set up a shop improvement day (save striping for following day)
 - a. Set specific list of items -
 - b. November 30th? - Friendsgiving, and cleaning/organizing.

Signage

1. Peter L, former graphic designer, willing to make us 'area signs' and studio signs ("No Touchy"), using our branding. Donating time/skill, but would need reimbursement for printing them (corrugated poster boards).
 - a. Board says this sounds reasonable, and let's look at an estimate.

Fundraising and Outreach Proposal

1. Casey H and Caleb F do business development and fundraising for their living, and are willing to work on a percentage basis for the Bodgery. They presented a proposal to the board.
2. Discussion.
 - a. Taking money from grants, as a member, is an ethical violation of the Association of Fundraising Professionals.
 - b. Then again, we offer transparency to donors - we can disclose this is happening
 - c. We need to pass this by a lawyer, Sarah's dad declined to make a legal opinion on it.
 - d. Concerns: percentages are high; how are they going to approach tool donations; would it shift the culture away from hobbyists/tinkers/newbies?
 - e. Two slightly different visions from the two working on it

- i. Startup/Prototyping Lab verses building a fundraising database. Both talk about working to get our wishlist funded.
 - ii. If their visions are not in total agreement, it would be helpful to have them aligned.
- f. We need to determine what our goals are here before we search out grants, etc - need a defined purpose. Seems like cart before the horse - fundraise first, figure out what to do with results later?
- g. We want to be an alternative to Sector, not a competitor.
- h. Have we considered getting a marketing intern?
- i. No one is in favor with either the current contract or the entire deal
 - i. Propose an alternate: they only fundraise for our wishlist. Check with C&C to see if they're willing to work on those terms.
 - ii. If they are, then board votes on whether to move forward on the commission basis.
 - iii. If that passes, run the new arrangement by a lawyer to create a new contract.

Vacuum Former

- New price list - update?
 - Luke not here, need him to proceed.

Board votes that happened on Slack

1. Approved ...

Rentable Cart Storage

- Auto area rolling cart space rental, 2'x3', fee set at \$24. Southern wall would fit 4 spaces.
- *At last meeting, we said that we need to set a hard cap on this* - Board says to cap this at 4.

Pallet racks on north wall of big shop

- We can't use wood pallets above 6', but could use wire grids to keep small items from falling through shelving. We'd need to run this by Rabin and Ahern (Fire Safety company), per the Fire Inspector.
- One member has offered to donate extra tools for a bike repair station that we can put in that area under the pallet racks.

Studio Parameters Changes?

- Recent 8' solid walls in the shop feel like 'too much'. Can we grandfather, but create new policy for lower walls?

- 6' - 7' max height for structure? Solid walls max height of 6 ft?
- Add verbiage to new studio leases that allow or grandfathering in of existing walls
 - Create a masterlist of studio spaces with individual restrictions for walls in that space, exceptions can be made with Board approval.
- Board approves a max height of 7' for now. Must be negotiated with current renters, as their lease says 8'. Hope for good will, also explain that in 3 months, at lease renewal, the walls will be limited to 7'.
- James suggests coming up with specific limits/considerations for each studio, as they vary. Some don't require limits that others do. Board in favor of this.

Standing Report - Grant proposals and other fundraising

1. Madison Maker Faire: Free booth. Update on registration?
 - a. Sunday, Nov 24th, 10am - 4pm
 - i. James, John, Timm can work this.
 - ii. Dawn, Sylvia, and Jesse R will be in other booths, but could be nearby

Shop Improvements

- Front door wire routing connector purchased
- Electrical
 - 3d printing circuit
 - Circuit for all studios (s1-s9, c4-c5 + welcome area outlet)
 - Classroom computers
- Shop sink, screen printing sink, and kitchen sink plumbed in (and kitchen sink installed prior).
- Pallet racking purchased/installed in auto area?
- Kan ban board, as part of bulletin boards by bathrooms. (which need to be installed)

Mural

- We have two members that paint murals, and studio members that do as well. Monona just held a "street art" festival, putting up murals all over town - we could also reach out to them for ideas/bids. Location - wall above kitchen-->office windows. Can be seen from the street. Cost would likely be for paint, plus a flat fee.
 - Board approves John E talking to artists about it, and soliciting proposals/bids.
 - Attendees agreed that the theme should be people making things that includes several areas of the shop.

Area Budgets

- Woodshop: Listed as \$125/month in previous budget, but this is out of line with what other areas are asking
- Machine shop: ???
- Craft: \$20/month
- Jewelry: new area, budget current unknown, start with \$20/month
- Screen printing: \$900 startup cost, plus a wall buildout to separate area, lighting. Most consumables will be paid for by users, a few odd things aren't. \$10/month for odds and ends.
- Vacuum Form: about \$3600 for building, \$400 in startup materials. Charge users per pull.
- Foam/mold Crafting: charge for foam, with enough markup to cover brushes. \$20/month for odds and ends.
- CNC: buy acrylic in bulk, charge for it.
- 3D printing: most materials covered. \$10/month for odds and ends.
- Electronics: replace wire, solder, etc. \$20/month.
- IT: expect to lose a hard drive every year. Start with \$10/month. Increase with new classroom computers.
- Metalshop: \$20/month
- \$110/month total so far (not including woodshop's previous budget)
- Notes from Luke's document below. These were ratified by board in Jan 2019
 - [comment from treasurer: please verify. I think only a portion of this was ratified. And now that our cash-flow is a little more secure there may be easier ways (lump sum allocation, e.g.)]
- Sean proposes eliminating monthly budgets and giving areas a yearly lump sum and leave it to ACs to budget appropriately.
- Monthly cost as noted, given to areas for 6 months at a time - front load these funds. Passed
- Start up cost - These are estimates and not exact amounts.

Goals

- Keep the Area Captain's ability to spend up to a certain amount on maintenance needs
- Limit *total purchases* so that no one can spend \$25 x100 times in a month.
- Have multiple control points at which to modulate/stop granted budgets so that we can make sure the bodgery as a whole is on a sustainable.
- Allow room for target future endeavors ('vote with your money' structure many have advocated that Milwaukee does)

Suggested changes to financial process:

- Purchases and expenditures made on behalf of the Bodgery **may be made within the scope defined by the Board**, the Treasurer must be notified after purchase, and obtain require approval **in the manner of the first qualifying line:**
 - Expenditures **that the board finds** are necessary to the safety and security of the Bodgery and its members (such as liability insurance premiums, fire suppression equipment, security cameras, etc.) require a majority vote of the Board to be granted approval.
 - Any expenditures more than \$1,000 that are to be made by any member on the Bodgery's behalf require a majority vote of the Board and a plurality vote of the membership to be granted approval.
 - Expenditures more than \$100, but less than \$1000 that are to be made by any member on the Bodgery's behalf require a majority vote of the Board to be granted approval.

- Expenditures made by area captains against their tracked balances or predetermined budgets (and within those limits) do not require prior approval, and the Treasurer must be notified after purchase.
- Expenditures less than \$100 that are to be made by any member on the Bodgery's behalf require prior written or email approval from either the Treasurer or President.

- How purchase requests may be initiated:
 - Assigned Agents (this includes but is not limited to Board Members and Area Captains) may make purchases, or bring requests for purchases to the board.
 - Members with purchase requests/suggestions should first bring the topic to the appropriate Area Captain(s), or Assigned Agent(s) if it doesn't fall under a shop area's purview.
 - If members disagree with their Area Captain(s) or Assigned Agent(s) regarding the necessity of a requested purchase, they may bring the request directly to the board during the 'member comments' section. In addition to the above purchasing guidelines, the Board will consider the request on the additional guidelines of sufficient member support, and should seek input from the Area Captain(s) or Assigned Agents(s) as to why they initially declined to pursue the purchase.
 - Here, 'sufficient member support' is determined on a case-by-case basis by the board and may include, but not limited to, number of members currently requesting the purchase.

Adding budgets

*budgets are defined as a **monthly allowance** of funds taken from the Bodgery's general available funds to be used towards maintenance, repair, and improvement of a specific area of the shop and may be spent by specific allowed Authorized Agents.*

- *Budget amounts are distributed on the 1st of every month.*
- *Budgets will be funded from the Bodgery's preceding month's income after all other expenses or reserves (insurance savings, e.g.). If income is less than zero, no distribution will be made. If the income is not greater than the sum amount of budgets to be distributed, then the amount available will be distributed proportionally among the allocated budget amounts. An exception to this rule may be made if a single month had a disproportionately large one-time expense; treasurer will identify an exception of this nature in the monthly report.*
 - *<leaving blank so sean's comment remains>*
- *Budgets **can be created or modified by a two-thirds vote of the board**. The amount and structure of a budget will be **determined by the board's best judgement**, which may include but is not limited to **historical repair/maintenance costs, frequency of space utilization, availability of funds, and fairness of distribution**.*
- *Budget balances (not tracked balances) not spent before the end of the month in which they were distributed will will roll over into the area's tracked balance.*
- **Tabled for November**

New business

Tammy and the Other Truck

- Did we decide to sell Tammy?
- Doug is offering his pickup truck. Runs well. 1999 185,000 miles, has a section of rear brake line that needs to be replaced
- Insurance would be similar cost or cheaper
- Board voted to sell Tammy. Dwight to set price, will try to sell the vehicle
- Board vote: accept donation of Doug's truck - Passed
 - Need value so we can provide him a receipt for taxes

Vehicles worked on outside

- Officially not allowed, per City rules. Unofficially, people might occasionally work on cars that we don't know about...
- Must go home at the end of the night - it will be towed at owner's expense
- Fluids cannot be left behind
- Keep oil dry on hand to clean up spilled fluid
- Keep basic tools on hand
- Cannot pull car inside
- SUBJECT TO CHANGE

Basic Tools needed in shop, that is separate from the wood shop

- Get a rolling cart or two for shop area

Auto Area Use

- 1-2 week maximum use for larger projects?
- Daily rental fee? (Proposed by Jay for varnishing larger boat)

Fire Extinguishers

- All up-to-date? -
- Motion to pay for fire extinguishers that need refreshing - Passed
 - James has a list of which ones need to be refreshed, Sean will get with James to figure out how to get this done.
 - Clean room, S wall: 4/20
 - Classroom: 10/19
 - Woodshop, by ext door: ?
 - Woodshop, center: ?
 - Woodshop, by dust collector: 10/19
 - Big shop, S wall: 4/20
 - CNC: 10/19
 - Big shop, glass door: ?
 - Jewelry/Glass: ?
 - Big shop, by sink/bathrooms: 4/20 and 5/20
 - Clean room, by vestibule: ?
 - 3D Printing: 4/20

Accountant for Tax Returns

- Can we plan on hiring an accountant to do our (2019) returns please? 2020 is just a (financial) quarter away. According to the rules, we need a more elaborate filing anyway. A proper accountant would catch stuff like 'needing a 1099b'.
- Tabled for Nov

Classroom

- Computers purchased!
- Further plan for upgrades, including monitors/keyboard/mice/network install/etc.
 - <https://docs.google.com/spreadsheets/d/16Lqb6gfeaciM2QWlvrAwM-aVIGL7Ry0IJyEBIeU0qmM/edit?usp=sharing>
 - Estimating \$1,814 for initial upgrades
 - \$750 estimate for second round, upgrades GPUs (needed for Fusion 360 and other CAD)
- Electrical work likely needed. Plan for 13 computers (up to 12 for students, and 1 instructor), plus projector and laser printer. Aluminum poles to provide power and network to middle computers.
 - Projector: 400W
 - Laser printer: 450W
 - Monitors: 25W for basic 1080p, 21.5" model. Higher end monitors around 70W.
 - Current computers around 150W. Higher end systems around 500W.

Electrical

- 3D printing existing outlets
- Studios
- Classroom
- Vertical drops in clean room
- Electronics area existing outlets (including 240V)
- Anything else?
- Use last of TI allowance towards this?
- John L - Blueprints with, please put back in his studio - he needs feedback on this before he starts price hunting.
 - Computer lab - can put 4 computers on a 20amp circuit, we need 8 outlets. Need power/communications pole down middle of room.
 - Poles would be a hindrance to projector, as well as using this room as an empty space or if needing to arrange the desks in a different configuration. That suggestion was rejected.
 - 3D Printing - Adding 3 double duplex on each wall (20 amp). There are 3 dead in there. Blank plate these after pulling the wires. Exhaust fan needed in there, Current one is ducted out roof. Switch is on the unit, need to be brought down into the room.
 - Studios on backside of woodshop - 5 double duplexes along wall proposed. Hang junction box on main beam and drop it for outer unit and work tables.
 - Price wanted for a ring of sockets in the office - one that works on each wall. Only one useable one in there which the rack is hooked to.
 - Randy has electrical needs for metal - John L. If you know what you need, put it on the sheet with options listed
 - Please send all comments and questions to Board.

Meeting adjourned at 2141