

# Board Meeting Agenda (and Notes)

November 21, 2019

Meeting called to order at:	1903
Board members present:	Sylvia, Tim, John, Sarah, Ken, Cassie
Others present:	Mark, James, Dwight, Roger, Jason I, Gary, Bill, William, Jesse

## Treasurer's Report

### Member level composition

Current paying members: 251, includes: 146 Regular; 1 scholarship; 14 six-month; 8 twelve-month; 23 Student; 39 Seniors; 7 Starving Hackers; 12 family/spouse; 1 Premium. Not counting: 17 pending; 3 unpaid keyfob; 1 waiting on payments. (as of 11/19/19). There was a net increase of 30 members since the last report.

---> 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)

Roger - Requesting a mop head from Klenmark -

Janitorial budget accounted for in cash flow. Roger has spending authority up to \$50/month

Done!

One member is a paramedic - he looked at our first aid kit and said it looked good - Suggested replacing eyewash station and maybe add some around the shop.

Woodshop has a small one, add sign directing to check bigger kit and add supplies to smaller one.

Fire extinguishers - Are we getting more, jewelry needs one

What are the rules for placement? We are good

Add another sign to the corner where the one near the front door is.

# Old business

## Build-out Update

1. Final permit is waiting on a building inspection of the finalized kitchen, after the sink is installed.
2. Plumbing has been authorized to be done by Chris Elke, a licensed plumber. He provided the lower of two bids, and his work was recommended by a member. He can start on the kitchen/shop sinks on Dec 4th, but will need until Dec 10th to start on the rest.
  - a. Mop sink: build a platform to sit on (to match up drains), or break out concrete?
  - b. Mop sink and screen printing sinks have been purchased. Do we have all our faucets?
  - c. Should we approve water-softener? (\$1,225)
  - d. Dwight - Mop sink idea was to knock out floor and tie into plumbing under concrete
    - i. Plumber plans to build a platform and route drain
    - ii. Can we get Rabin to take care of the mistake they made?
  - e. Plumber's bid has three parts
    - i. Sinks (3) - Kitchen, screenprinting, and shop \$1150
    - ii. Mop sink - punting on this for now, need more info, will discuss options after speaking with Rabin
    - iii. Water softener - \$1225
      1. Complicates our plumbing to a degree
      2. Can be done later
      3. Will need to stay on top of adding salt
      4. Board votes to include water softener
3. "Welcome" area
  - a. Kiosk and laptop are both glitchy, but mostly working.
4. Security cameras installation
  - a. A few up, need more mounted.
  - b. Add this to shop improvement day
5. Front doorbot and mail delivery
  - a. The "wire connector hinge" for the front door was purchased and delivered, ready to be installed on the glass front door so the electric strike plate can be connected. Fob reader on post
  - b. 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. Needs a front doorbot to make this all work.

- c. Shop improvement day project
- 6. Striping the fire lanes
  - a. We have striping machine and paint, we just need to set a time to do that.
  - b. Shop improvement day project (Last thing done that day)
- 7. Garage Sale - excess tools
  - a. Hold this on December 7th
  - b. Use Auto Area as a staging area for Garage Sale
  - c. Warn people starting now
- 8. Shop improvement day Nov 30th - 10am-4pm
  - a. Friendsgiving, and cleaning/organizing.
  - b. Set specific list of tasks - Check with Area Captains to see if they have specific tasks
    - i. Hang screen and white board in classroom. Install networking in classroom, the door bot, and security cameras.
    - ii. Craft - Install shelving
    - iii. Clean out auto area, set aside and price items for garage sale.
    - iv. Striping fire lanes - DO This Last

## Shop Improvements Needed

- Pallet racking purchased/installed in auto area?
  - How to balance displaying cool projects with unpaid storage?
  - Elevated projects
  - Dedicated display area? Hang items from high beams with pulley system
  - Offer storage to people in return for us using their item as a promotional item - we are allowed to use it for display, to transport it, photograph and publish it (case by case depending on the fragility of item).
- Kan ban board, on bulletin board by bathrooms. (Install another board nearby for overflow?)
- Basic Tools for the big shop (separate from the woodshop); get a rolling cart or two for shop area
  - Rolling pegboard? A-frame with shelves on a cart?
  - Sean wants numbers to outfit one of these
    - Jesse estimates tool storage and tools \$700-1000
    - Bill wants a set of tools at each machine
    - Basics verses extended set
      - Start with basics, expand
      - Start with 1 cart - \$250

- Ask people to donate tools they have extras of
  - Total of \$400 approved for initial cart and then reassess
  - Send Sean links for ordering (pending UPS, USPS key install)
- Insulation on the tin above the block wall between the woodshop and the big shop, to reduce noise.
- Fire extinguishers need to be “refreshed”.
  - Ahern can come to us to refresh them, rates are competitive.
  - Expiration dates: 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
  - Sean is meeting soon on this

### **Possible plans for north wall of big shop**

- Pallet racks along the wall
- Member storage shelving, coming out (4') perpendicular to the wall?
- A member has offered to donate tools for a bike repair station
- Blacksmithing?

### **Fundraising and Outreach Proposal**

1. Update? (None)

### **Vacuum Former**

- New price list - update? (None)

### **Board votes that happened on Slack**

1. Approved purchasing the next higher level of WA. (Oct 25)
2. Approved JE signing Rabin’s lease addendum requiring us to submit a yearly report on businesses we’ve helped start, and FTEs we’ve added. (Oct 16)
3. Approved adding four reserved spots on the southern wall of the Bike Area, to be rented for \$25/mo each. (Oct 13)
4. Approved moving the board meeting to Oct 24. (Oct 11)
5. Approved doubling our trash dumpster size. (Oct 3)
6. Approved reimbursing Doug R for the materials for the kitchen cabinets. (Oct 3)

### **Standing Report - Grant proposals and other fundraising**

1. Madison Maker Faire: Sunday, Nov 24th, 10am - 4pm

- i. James, John, Timm, Ken can work this. Put out a call for more?
  1. Friday mock up booth
  2. How big is our booth and how many tables are we getting?
- ii. Dawn, Sylvia, and Jesse R will be in other booths, but could be nearby

## Mural

- No progress, waiting for electrical and plumbing expenses to happen.

## Expansion

- Space next to us not suitable due to cost of buildout
- Space on opposite end of building, on other side of Midwest Clay
  - 10,000 sq ft
  - Move woodshop there, plus studios
- This needs to be discussed at another meeting - tabled

## New business

### Garage door lock

- For insurance reasons, we need a padlock on the back door. Installing this is overdue (previously discussed and approved), and got lost in the task-shuffle.
- **[action]** We need
  - Point of contact / volunteer
  - Plan for locking / unlocking safely (mechanism to prevent lift from being used while lock is engaged).
  - Sean or John will readdress this with the insurance company
    - Is insurance company aware of how this garage door differs from prior garage door?

### Accountant for Tax Returns

- [Request from Treasurer (Sean)] Can we plan on hiring an accountant to do our (2019) returns please? 2020 is just a (financial) quarter away.
  - Reasons to secure professional accounting services:
    1. (efficiency) According to the filing rules and based on our income, we need a more elaborate report I'm less familiar with. While I'm sure I could learn, it would take me longer than a pro.
    2. (knowledge) A proper accountant would know rules I've not heard of (e.g. 'needing a 1099b'), provide guidance as was provided last year, and know procedures a neophyte (me) would not.
    3. (risk management) We're dealing with larger sums of money, and reporting mistakes now could lead to problems later (e.g., I recall someone questioning if certain income of ours is taxable - I thought not, but a professional confirmation would help me sleep better at night).

- Numbers4Nonprofits (N4N) charged us \$125 an hour. When they were giving our books an 'assessment' ('audit', and even 'review' have different meanings) they spent <2 hours. Budgeting 4-5 hours of their time seems plausible.
- **[action: vote]** Could we pre-approve up to \$625 to be spent on accounting services (5 hours of N4N), anticipating a lower cost.
- If approved, I will request a quote from N4N, and others, time permitting. Asking for references / suggestions from membership is an option. Other quotes and suggestions are welcome.
- Board passes - Sean can contract for up to \$625

## Classroom

- Computers purchased! Need upgrades, including monitors/keyboard/mice/network install/etc.
  - <https://docs.google.com/spreadsheets/d/16Lqbg6gfeacjM2QWlvrAwM-aVIGL7Ry0IJyEBleU0qgm/edit?usp=sharing>
  - Estimating \$1,765 for upgrades to a total of 8 systems
  - Timm does not have firm numbers, wants to move on till he does

## Whiteboard Video

- JE applied for a free whiteboard video to be produced for us by a local/national company, TruScribe, at Erin M's suggestion. We received this award! :D They will produce a 2 min video for us, hand-drawn by artists.
  - Explainer video of makerspaces and the Bodgery. Other suggestions?
  - Emphasis community and learning from others in the shop
- They are also giving us 9 months free use of "Squigl", which is a text-to-whiteboard-video converter. We could use it for new member orientation, or how to volunteer, etc.
  - Can download and keep these

## 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)
  - 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
- [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*.
- Tabled till next meeting

## Rabin notes

- [Sean] Are there any remaining funds in the 'Rabin' buildout fund? I have a note to follow up on a flooring reimbursement. Have not heard back from Rabin. Will do so, but getting a handle on what was agreed to seems like the first step.
  - [] I'd need to check with Chelsea at Rabin, as I don't think we're keeping track of it independently. I'd send her (another?) email to see what's left. [Sean, pre-meeting response] I'll do so.
  - [Sylvia] reminder: follow up on electric bill. [Sean, pre-meeting response] I'll do so.

## Method for Board to Track Tasks

- The board is losing track of items that are identified and need follow-through.
  - Use Trello board for admin tasks?
  - Now that we're used to a kanban board, it might work better for us
  - [Sean] Note 2 things:
    - the meeting notes should be the source of truth
    - I think the thing that caused previous attempts to fail (Karen pushed a phone app, e.g.) is 'buy-in'. Solution needs to be easy and common for all participants (obviously). Suggestion: Google calendar
  - Need to assign one person to manage when people are not fulfilling tasks
    - John will do this
  - John is going to explore task management options
  - Slack has a solutions section and one is dedicated to task management

**Meeting adjourned at 2117**