

Board Meeting Agenda (and Notes)

February 21, 2019

Meeting called to order at:	1856
Attendance:	Timm, Dawn, John L., Roger, John E., Dwight
Board members present:	Grant, Luke, James, Cassie B., Sylvia, Ken,, Sean

Treasurer's Report

Member level composition

Current members: 160, includes: 108 Regular; 13 six-month; 1 twelve-month; 16 Student; 11 Seniors; 5 Starving Hackers; 1 scholarship; 4 family/spouse; 1 Premium. Not counting: 6 pending; 2 unpaid keyfob. (2/19/19)

Membership Growth

Since the last report, we've added 8 new members and lost 6

---> 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 comments (10 minutes)

none

Old business

Moving Update

1. **OM Station**, 901 Mayer Avenue
 - a. Action items for this meeting:
 - i. Review
https://docs.google.com/document/d/1_4AGWrIPrNrT3nvHV8EUQzT2g3Ww3dgdzdkcuOHOzK9s/edit#, update Exhibit B-1 with any additional changes we need made, and send it to Daniel Rabin and Nate Ellis for their final approval.

1. This was done earlier this month. John Eich, Grant, and John Luehrsen had a conference call with Rabin, Kraemer (general contractor), and Westphal Electric (electrical sub) to sort out B-1 and final building details.
 - ii. Luke to gather MSDS for likely chemicals used in the space, provide to board/grant by 4/1/19 (for submission to Rabin)
 1. Update from Luke:
 - iii. Host Shop wide meeting, asking membership with questions/concerns to come to a meeting on 1/23/19 @1900
 1. This was done. Membership voted to approve lease by a margin of 84 to 3.
- b. Update:
- i. We ran into 2 minor roadblocks on the lease signing.
 1. Miscommunication in the amount of required electrical work
 - a. This has since been resolved and is pending final approval from Rabin.
 2. City requiring an address change for Building 20 prior to issuing building permits
 - a. This has been resolved with the city; building permits will be issued to Rabin et al. with the knowledge that the address will change sometime in the next 6 - 8 weeks.
 - ii. 21 February: Nate Ellis received the final architectural documents from EUA and Westphal and has been assembling the "Landlord's Work" section of Exhibit B-1. He will send those over to us and send a copy to their lawyer tomorrow (22 Feb), and expects to sign the final lease next week.
 - iii. Permits submitted to city, which will be issued under current address with expectation of new address update. They are going to start the work that does not require permits.
 - iv. Sign - Ran designs by Rabin, who wanted to run those by the architects, who have ideas. John E working with them on this and will keep us updated.
2. **Northside Town Center**, between 2901 and 2911 N. Sherman Ave
- a. We are currently working on a LOI with Rockwood Realty for the space at NorthSide TownCenter.
 - b. The LOI so far has dates starting in June 2019, at \$6/sqft, NNN at \$3.50/sqft, with only 2% increase in rent per year. They're OK with a 7 year lease.
 - i. Amount of space needed. I put 10,000 sqft in. There is 14,000 sqft in total with a possible 2-3,000 additional next door. (we're now allocating with intent for full 14k, as MCP hasn't been in frequent contact with them.)
 - ii. Term of lease. I put 10 years. (they said they're ok with 7 year)
 - iii. Lease rate. When we spoke last the amount was \$6.00 per sqft NNN
 - iv. TI amount (if any). Will the landlord be required to lend you money for additional build out?
 - v. Landlord work. Obviously the space will need a lot of work, what specific work would you be requiring of the landlord. The more specific the better, so the landlord can get an accurate bid for the work.
 - vi. Luke created possible mock up of space - lots of unknowns yet.
 - c. No architectural draw up till LOI.

- d. No negotiations made on cost - can be laid out in LOI and then discussed.
- e. LOI needs to be built, Luke needs help with this. James and Luke will talk about this, Sean can also help.

3. Location comparison document

- a. <https://docs.google.com/spreadsheets/d/1WIXtoCX2HHsFmdqV2hf34gRCaOA8OJyH0m2Jo0dYZsE/edit#gid=0>

Orientation/Onboarding committee report (10 minutes)

- 4. Report from James
 - a. James acquired a read-only API, so that Erik could start building something now. That allows us to build what's essentially a (parallel) dev/test version now, so that it'll be ready once we move. A meeting was scheduled for Monday, Jan 7 at 6pm to discuss this.
- 5. Action item for this meeting:
 - a. Reschedule the API Committee meeting and announce it to membership
 - b. Scheduled Thurs March 7th, 6pm

Formalizing/adding direction to donation process

- 1. [Treasurer] Is there a better way to handle donations? There doesn't seem to be a memo line for consumables (through our donation page), e.g.
 - o Paypal form needs to be edited - Sean and Grant to do.
 - o Has this been done?
 - No. Will be done next week.

Creation of an Accomplishments page

- 1. [Treasurer] would anyone like to help me come up with an 'Accomplishment page?' highlighting how many people we've helped - guests - projects - Ways we've improved the community? Just a one or 1/2 page summary. From there it's easier to apply for grants / funding. (update: see John's email, example from other maker space (their annual report))
 - o Everyone interested to start a group chat in Slack. JE is interested!
 - o Sean to set dates to coordinate this with other people
- 2. [Treasurer] here is the start:
 - https://docs.google.com/document/d/16Kec7ad7vMjPziAU3507gtl7_c_JltfghD_1W51KE30/edit?usp=sharing
- 3. Organize and determine what data to collect
 - o Solicit interest via Slack and GG. Meeting set up via Slack.

Suggestions for formalizing our purchase process:

- 1. Finance Rules and Budgeting Procedures have been added to the Standing rules.
- 2. Action Item for this meeting:
 - a. None. Determine budget to areas after area captains meeting in February/March.

New business

Grant proposals/Pursuing outside funding

1. Several open grant periods have been brought up by members, and we need to help standardize our grant application information to improve our chances of getting an award.
 - a. Set up a committee?
 - i. Pros:
 1. Volunteer opportunity for bodgery members
 2. Expense is minimal
 3. Can be done on an ad-hoc basis
 - ii. Cons:
 1. With the wrong volunteers, this will stall out and die
 2. Committee members will need to be solicited
 - b. Hire someone (Sarah Conn) on a contingency basis to do grant work/find funding
 - i. Pay expenses + ~10% of all successful funding awards
 - ii. Pros:
 1. Dedicated person to do it with financial incentive to complete may have a greater chance of success
 - a. Includes completing funding options that come to us + finding new opportunities
 2. Sarah needs a job, and we can help her with this
 3. Some expense (can be capped in budget), but most limited to successful offers
 4. Sarah has experience working with non-profits and soliciting grant funding + family with contacts.
 - iii. Cons:
 1. More expensive
 2. Single person == single point of failure
 - iv. Discussion
 1. Pay out - we will hire her as a contractor, so we are not on the hook for payroll taxes, we just have to report it
 2. Hybrid model - She works with committee - she does the leg work - most likely starting point.
 3. Contracting versus commissioning?
 - a. How do we approach this if another member secures a grant through their workplace, etc.
 - i. They will need to request permission to pursue this on behalf of the Bodgery.
 - ii. Sarah assist this person with the work, and takes the lead on this because she is the "authorized agent."
 4. Would she pursue sponsorships?
 - a. Focus on grants on this time.
 5. Would we pay her money we are not receiving for items/services received that are pursued.
 - a. No

6. What is we are approached by a company, what does she receive from this?
 - a. Depends on the degree of her involvement
 - b. Can be established in a master services agreement.
7. Do we have a policy for sponsorship (unrelated)? Can the area captains go out and solicit these?
 - a. It needs to comes through the Board/Treasurer.
 - b. Want to ensure the company's goals/policies/etc match the shop's.
- c. Other options?
- d. Board agrees to engage Sarah Conn as a solicitor of grants, contingent upon Board hammering out fine details in Slack.
 - i. Deadline for this - No later than 3/1/19
2. Current grant options:
 - a. Alliant:

<https://www.alliantenergy.com/CommunityAndStewardship/CommunitySupport/GrantsAndCommunityPrograms/CommunityGrants>
 - b. AmFam (Tom Sundling's employer):

<https://newsroom.amfam.com/american-family-insurance-dreams-foundation-2019-grant-portal-opens-today/>
3. Action item for this meeting:
 - a. Vote on whether to organize fundraising committee or hire Sarah as a contractor to do some grant prospecting
 - b. Determine details of how to proceed based on vote

Schedule Area Captain's Meeting(s) and Member Meeting

1. With the move to OM Station looking more like reality every day, we need to set up at least two area captain's meetings:
 - a. The first one to do a walk-through at OM station (once lease is signed) so area captains can:
 - i. Get an idea of how much space they'll have
 - ii. Start to mark out their areas with tape
 - b. The second one to plan out moving tasks and shop improvement day(s) prior to holding a general membership meeting for same
2. Action Item for this meeting:
 - a. Schedule two area captains meetings -
 - i. Tuesday, March 5th at 6pm for 1st meeting and moving discussion.
 - ii. 2nd meeting to be organized with ACs, potentially schedule a few of these
 1. Thursday, March 14th at noon
 - b. Schedule tentative general membership meeting
 - i. Schedule once we have a signed lease

Schedule Shop Improvement Day

1. We need to schedule a shop improvement day after the area captain's meeting to help area captains start preparing to move

- a. Cull old materials from shop areas
 - b. Return old tools to rightful owners
 - c. Empty out storage spaces occupied by former members
2. Action item for this meeting:
- a. Determine when to have Shop Improvement Day
 - i. March 23 - 24 - 1st Moving Prep Day
 - ii. April 20-21 - 2nd Moving Days/Cleaning up period starts
 - iii. Solicit local restaurants for donations of food for moving days and Grand Opening
 - iv. Targeted Grand Opening - June 29th

Making the IT committee a proper “area”

Timm - Making IT it's own “area” would fit into the organization a little better.

Captains would be Grant, James, Timm, and Peter.

Definition of terms - Area defined by “Wifi” - It's more of a Department, but we are essentially organizing an IT Dept that has a budget, go to people, defined roles, etc.

Voted on and approved by Board.

Giving notice of intent to vacate at 4444 Robertson Road

We need to give 60 days notice. March 1st will be our cut off for when we need to give notice.

Renew Wild Apricot for two years

1. WA announced that they want to switch clients to their pay service, which will cost almost \$600+ a year in fees (based on our use) OR charge an extra \$10 a month to those that don't switch.
2. But we can lock in our rate (assuming <250 members) for up to two years.
3. Based on our growth pattern we should have 250 members by December of 2021.
4. Sean recommends we lock in - pay all up front now, and if we need to upgrade we can. We'll be set until Feb 2021, and we can adjust our CRM arrangement then.
5. Action Item for this meeting:
 - a. Vote to approve purchase of WA subscription through December 2021
 - i. Voted on and approved by the Board

Dust Collectors for OM Station

1. A number of dust collectors have come up on Craigslist in the last week that would potentially meet our needs at OM Station.
 - a. Jim and John L went to look at a 3HP Oneida system today and agreed that it will meet our major dust collection needs. Owner is asking \$1000.
2. Action items for this meeting:
 - a. Decide whether to send 3HP dust collector for member purchase vote

3. Item is under the amount needed to send the vote to the membership, and is needed for safety.
4. Where are the fund for this coming from?
 - a. There are funds available from Moving (which has accumulated) and Emergency
5. \$1000 from Moving Fund will be take to purchase the dust collection fund - voted on and approved
6. John Larson is designated by the Board to go purchase this dust collection specifically - voted on and approved.
7. Roger - Can several Board members go over to Unique in Waunakee, to look at ductwork for donations.

Create Google Drive organization committee

Needs to involve people who have long term experience with this drive
John E, Sylvia, and Grant

Reset Woodshop budget - or get clarification about repair funding vs discretionary

- Woodshop is over their budget d/t multiple repairs (Thank you Jim)
- This excludes the new table saw
- Budget is for replenishing consumables, repairing broken tools, great deals for low cost that benefit the shop.
- Does budget need to be increased?
 - \$150/new tools over 3 months
 - Multiple repair items pushed over into red
 - Repairs continue to come in faster than budget can be replenished
- Analytics needed
 - Discretionary versus needs
- All hands Woodshop meeting with Board to improve morale/perception
- Proposal to eliminate Woodshop's deficient to zero - Voted on and passed by Board.
- Moving forward - when receipts are submitted, Sean will provide budget balance and this will be discussed at next AC meeting.
 - Expectation of budget in new space, needs in new space, what they can contribute to the Bodgery as a whole.

FYI: insurance assessment of new space started.

People are not bring actionable items to the Board. Is this due to perception the Board does not care, visibility?

Meeting adjourned at: 2140