

# Board Meeting Agenda (and Notes)

March 21, 2019

Meeting called to order at:	1900
Attendance:	Tim, Dawn, Roger, Dwight, John E.
Board members present:	James, Luke, Cassie, Sylvia, Ken (Sean following Hangouts/Slack)

## Treasurer's Report

### Member level composition

**Current members: 158**, includes: 105 Regular; 13 six-month; 1 twelve-month; 17 Student; 11 Seniors; 4 Starving Hackers; 1 scholarship; 5 family/spouse; 1 Premium. Not counting: 10 pending; 2 unpaid keyfob. (3/21/19)

### Membership Growth

Since the last report, we've added 15 new members and lost 11

---> 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)

Has letter from landlord been addressed yet? - Follow up with Grant

## Old business

### Moving Update

1. **OM Station**, 901 Mayer Avenue
  - a. Lease has been signed.
  - b. Full access date is April 20, but can move items over sooner. Dust collector to move over sooner.
2. Move Plan, v1.0:
  - a. **Stage I (~now)**
    - i. Close and empty the hack rack

- ii. ~~Send email to members with:~~
    - 1. ~~Notice that all storage needs to be cleared out by April 12th~~
    - 2. ~~Reminder of Moving Prep Day #1~~
    - 3. ~~Request for potluck items for Moving Prep Day #1 (Bodgery will buy pizza/other food?)~~
    - 4. ~~Call for additional area captains for~~
      - a. ~~Machine shop~~
      - b. ~~Woodshop~~
    - 5. ~~Call for PR/Social Media team members~~
    - 6. ~~Call for retired people to help with daily buildout after April 15th~~
    - 7. ~~Call for trucks after April 15th~~
    - 8. ~~Call for moving boxes~~
  - iii. ~~Send email to MCM with:~~
    - 1. ~~Request for retired people to help with daily buildout after April 15th~~
    - 2. ~~Call for trucks after April 15th~~
    - 3. ~~Call for help on Moving Day #1~~
    - 4. ~~Call for help on Moving Day #2~~
    - 5. ~~Call for moving boxes~~
  - iv. Start loading up Tammy
  - v. ~~Get blueprint laminated~~
  - vi. ~~Set up [material acquisition list](#)~~
  - vii. ~~Set up [furniture acquisition list](#)~~
  - viii. Set up \$25,000 GoFundMe for requesting moving donations - Should this be handed off to Sarah as our grant writer/securer of funds if she wants to, or should we delegate this to the PR team that needs to be fleshed out.
    - 1. Voted to run a GoFundMe - approved.
  - ix. Trailer in parking lot belongs to Randy - is it damaged/useable?
  - x. The Bodgery will be closed down between April 21-May 5 (to the public - members can come and go, but tools may not be available). First open night in new shop May 6
- b. Stage II ( Prep Day #1) - March 23 & 24**
- i. Clear out member storage of members no longer @ bodgery
  - ii. Clear out expired parking permits
  - iii. Get rid of stuff we're not moving
    - 1. Take to ReStore
    - 2. Take to St. Vinnies
    - 3. Take to File 13 e-waste recycling
    - 4. Take to Dane County Landfill
  - iv. Start boxing up stuff that Area Captains designate as "non-critical", store on pallet racks
  - v. (during/after lunch) Map out "final" area placement on the laminated blueprint
  - vi. Organize catering for Move Prep Day #2

- vii. Pallet racks contain many items that do not belong to the shop, rather to members that work frequently around the shop - So where should these items go - treat them as Bodgery equipment.
- viii. Luke plans to photograph and post items as a warning to members - notify us it needs to be kept and come get it.
- ix. Empty Hack Rack and close it down for now.
- x. Should loaned equipment be moved by member who owns it? - we move it since they loan it out with the understanding it could be damaged while in use. - Contact member and give option.
- xi. John E running Build Crew meeting at 10 am
- xii. Send out reminder to people to fill out form indicating what tools they have
- c. **Stage III (Between Prep Day #1 and Move Day #2)**
  - i. Set up forklift rentals - 5000 pounds
    - 1. James to look into rental cost
  - ii. Set up scissor lift rentals -
    - 1. James to look into rental cost
    - 2. shop needs to purchase one in the long run, strictly for bulb changes, cable running, etc.
  - iii. Set up truck rentals -
    - 1. John E to price these out
    - 2. 3 big trucks
  - iv. Buy Wireless Access Points
    - 1. Peter has picked out either 6 or 8
    - 2. Will let Peter complete IT budget
  - v. Acquire 3-6 more cordless drills, ideally of similar make/battery
    - 1. Done
  - vi. Start buying building materials
    - 1. Waiting on full bill of materials following Build Crew meeting/estimates - anticipate having this one week post meeting
  - vii. Set up Doorbot at OM Station Guard Shack
    - 1. Need to give them a scanner that will create a log for them.
  - viii. Give notice to vacate storage unit
    - 1. Will have 4-6 days to do this after clean up day. - Dust collector one
    - 2. Other Storage Unit - will be able to clear out by 4/30.
  - ix. Confirm internet installation at OM station with SupraNet
    - 1. Grant POC for this
  - x. Get new dust collector system out of storage, drop off at OM station
    - 1. Possible this weekend? If not, next weekend
  - xi. Robertson Road (April 21-25)
    - 1. Move all shelving out to OM station
    - 2. Break down areas into
      - a. Labeled boxes
      - b. Tools that can be carried by anybody (put in truck, drive)
      - c. Tools that require special handling

- d. Tools that require forklifts
  - 3. Get stuff off pallet racks
- xii. OM Station
  - 1. Tape out floor areas in shop
  - 2. (once floor is polished/sealed) Tape out floor areas in clean room
  - 3. Set up "mission critical" tools -- only tools needed to build out at OM Station
    - i. Contractor table saw
    - ii. Chop saw
    - iii. Cordless/Corded drills
    - iv. Dust collection system

d. **Stage IV (Move Day #2 onward) April 20-21**

- i. Off-site
  - 1. Forklifts deliver to OM station and Robertson Rd.
  - 2. Receive scissor lift deliver to OM station
  - 3. Pick up catering
    - a. Load up any boxes/tools/equipment that will fit into trucks/Tammy, take to OM station
- ii. Robertson Road
  - 1. Load up any tools/equipment that require forklift and large trucks, take to OM station
  - 2. Disassemble dust collection system in woodshop
  - 3. Remove the kitchen
- iii.
  - 1. Rent carpet shampoos - Hold off till we hear what Rabin is going to do in regards to floors
  - 2. Shampoo carpets in classroom - Hold off till we hear what Rabin is going to do in regards to floors
  - 3. Replace carpet tiles not saveable by carpet shampooer
    - a. If Rabin is willing to replace all of them, should we just allow that?
  - 4. (once carpet is dry) Unload all clean room boxes into classroom
  - 5. Deliver all tools to their respective areas
  - 6. Frame in and place walls for - These items can occur before or after move day - Will depend on the Build Crew - Determine Post Mar 23 meeting - Applicable to all items highlighted below
    - a. Kitchen
    - b. 3D printer lab
    - c. Office
    - d. Install doors for:
      - i. Kitchen
      - ii. 3D printer lab
      - iii. Office
    - e. Paint clean room

- i. Tape up/lay dropcloth
    - ii. Prime where necessary
    - iii. Paint
  - 7. Empty storage unit
  - 8. Set up kitchen
    - a. Install cabinets in kitchen
    - b. Wire for electrical in kitchen
    - c. Purchase/acquire appliances
      - i. Stove
      - ii. Dishwasher
    - d. Install appliances
  - 9. Begin IT work
    - a. Set up servers
    - b. Run ethernet cable
    - c. Configure switches
  - 10. Run electrical drops from wiring panels
  - 11. Set up Doorbot at rear door
  - 12. (once front door vestibule is installed) Set up Doorbot at front door
- e. **Stage V (April 26th -> May 1)**
  - i. Robertson Road
    - 1. Decommission Doorbot v1
    - 2. Obtain dumpster?
    - 3. Clean
      - a. Bathroom
      - b. Clean Room
      - c. Shop
      - d. Loft
    - 4. Cancel Internet service
    - 5. Assess for repairs and notify landlords
      - a. Hole behind slop sink
      - b. Bent fan blade
      - c. Back door
    - 6. Say goodbye
  - ii. OM Station
    - 1. Say hello :)
    - 2. Start unpacking, reinstalling rest of tools
    - 3. Announce soft reopen (5/6/19)
    - 4. Get new business cards/flyers printed - Grant voted to be in charge of this

### Orientation/Onboarding committee report (10 minutes)

- 3. 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.

4. Action item for this meeting:
  - a. Reschedule the API Committee meeting and announce it to membership
  - b. Scheduled Thurs March 7th, 6pm
5. Meeting occurred - Tim is working on software for this, feels it is in a good place.
  - a. Set up a second meeting

### 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.
  - Paypal form needs to be edited - Sean and Grant to do.
  - Has this been done?
    - No. Will be done next week. [3/21/19 - Grant will update]

### 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))
  - Everyone interested to start a group chat in Slack. JE is interested!
  - Sean to set dates to coordinate this with other people [3/21/19 - we have done some work around last meeting, will follow up for next meeting]
2. [Treasurer] here is the start:  
[https://docs.google.com/document/d/16Kec7ad7vMjPziAU3507gtI7\\_c\\_JltfghD\\_1W51KE30/edit?usp=sharing](https://docs.google.com/document/d/16Kec7ad7vMjPziAU3507gtI7_c_JltfghD_1W51KE30/edit?usp=sharing)
3. Organize and determine what data to collect
  - Solicit interest via Slack and GG. Meeting set up via Slack.
4. Nothing to report at this time.

### Grant proposals/Pursuing outside funding

1. We have signed a contract with Sarah to start pursuing funding opportunities.
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/>

## **Giving notice of intent to vacate at 4444 Robertson Road**

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

## **Create Google Drive organization committee**

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

## **New business**

### **Adding 1 month's OM Station Rent to Moving Fund**

1. Timm suggested in Slack that since Rabin is giving us our first month of rent for free, we take the equivalent dollar amount and put it into the moving fund.
2. Action item for this meeting: vote on whether or not to do this.
3. Board votes to grants the Treasure the power to determine how to document what is spent in regards to moving. Sean will itemize the moving fund on the next 4 months Board meeting notes so these are voted on and approved/rejected by board.

### **Price estimates on New machines - Dawn**

1. Jenn - Owner of Electric Needle will extend an Educational level discount to the Bodgery to replace the outdated machines, and allow us a shop owned embroidery machine (would allow Di to take her machine back)..
2. Dawn wants three machines total, presents estimates for a variety of four total
3. Prices are good for several months.
4. Luke has estimate and will send out to Board Slack
5. Dawn discloses her conflict of interest, provides names of alternative machines and closest dealers for these machines.

### **Offer for employ as Janitorial services - Roger**

1. Roger is willing to work 1-2 hours/night in each section so each section gets a clean up each month in lieu of discount on microstuido
2. Luke proposes this be discussed in Board Slack since this needs to be discussed in further detail.
3. John suggest Board creates a task list and Roger gets right of first refusal.
  - a. James likes this idea
  - b. Luke moves to by the end of next week, Board discusses all details

### **Microstudios**

1. \$125/studio is the proposed price and was what was proposed to membership (this does not include membership ~ \$175 total with a full-price membership).6\*8 spaces
2. Minimum term on agreement between member and shop

- a. James proposes no less than three months, up to 6
  - i. Boards votes for a 6 month minimum lease on studio spaces
- b. Payment considerations
  - i. Pay up front or month to month?
    - 1. Luke says this places the legal onus on us to follow up if they stop paying for studio space.
    - 2. First and last month's deposit/security deposit
    - 3. Board votes to require first and last month rent when signing microstudio lease.
  - ii. How do we handle yearly membership payees with studio space? -
    - 1. Sean says set up second recurring paypal payment that is outside WA for people who make the yearly payment
  - iii. Discounts on long term studio space rental -
    - 1. Board votes lease rates will be fixed for the term of the lease and will not reflect any discount.
  - iv. Studio space in specific areas
    - 1. They are offered choice on a first come first serve basis (based on the interest list), lottery, or assigned.
    - 2. Exception will be member who wants two spots that do not fit the parameters we have set for studio space.
    - 3. Motion is to do our best of compiling a list of who asked for a space based on when they asked for one and go from that list. We offer contracts in this order.
    - 4. Do we make the person sign the contract before moving on to the next person
      - a. This would become a problem if someone does not come through.
    - 5. Can compile this list now, but do not offer up spots till areas are taped
    - 6. Board voted to compile this list based on solicited interest, notify people, offer contracts at later date once people are able to see space and locations.
  - v. Are studio spaces going to be locked into the 6\*8 or custom spaces?
    - 1. This is an initial decision to be reassessed later
    - 2. Board votes to lock microstudios into set parameters.

**Bench Space** - Tabled till next Board meeting

**Extra Storage** -

- 1. Board votes to offer 1 extra cube of 8 cubic feet shelf storage space for \$10/month (2\*2\*2)
- 2. Remainder of this can be tabled till next Board meeting

**Discuss renewal of member scholarship (Closed Session)**

- 1. Tabled till next month when, Grant is available, by Board vote.

Meeting adjourned at: 2158