

Board Meeting Agenda (and Notes)

May 16, 2019

Meeting called to order at:	1859
Attendance:	Dwight, John L, John E.
Board members present:	Sylvia, James, Cassie, Luke, Sean, Grant, Ken

Treasurer's Report

Member level composition

Current members: 154, includes: 100 Regular; 1 scholarship; 12 six-month; 2 twelve-month; 18 Student; 11 Seniors; 3 Starving Hackers; 4 family/spouse; 1 Premium. Not counting: 11 pending; 2 unpaid keyfob. (5/16/19).

Membership Growth

Since the last report we've added 4 new members, and lost 9

---> 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)

John E - How have board nominations gone? Still open

Old business

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

1. Yes. She sent us the bill for another tenant. We can disregard it.

Moving Update

1. **OM Station, 901 Mayer Avenue**
 - a. Work progress report
 - i. Occupancy permit - waiting for glass to issue temp occupancy permit for 90 days.
 - ii. Door bell?
 - b. Electrical build-out:
 - i. We talked to Mike Blankenship with Northside Electric re: buildout, but haven't heard anything since the beginning of May.

1. We're continuing to reach out due to the fact that calls from any number are just going to voicemail.
- ii. In the meantime, we have reached out to Nickles Electric to request a bid. John L has sent documents over to them for their review
- iii. Grant will also reach out to a contractor recommended by JT
- c. Interior shop wall buildout
 - i. We need an architect to file these permits; luckily, Grant knows an architect who's doing the work for us on the friends/family rate. Based on a conversation with him last night, he should be done with the plans on Friday.
 - ii. It'll cost us ~\$100 to file the permits.
- d. Forklift rental
 - i. Cheapest forklift rental we can get over Memorial Day weekend is through United Rentals. They want \$450 if we pick it up and return it (we need a trailer rated for at least 5,000lbs for this), or \$730 with delivery/pickup.
 - ii. Renting a trailer will cost us at least \$120 for the proper rating.
 - iii. Action Items for this meeting:
 1. Do we know anybody with a trailer sufficient to carry the forklift?
 2. If not, do we want to have the forklift delivered?
 - iv. John E will look into borrowing one and let us know 5/17
 - v. Board did go ahead and vote to approve paying United in event John cannot obtain one.
- e. Truck rental
 - i. We currently have Tammy, plus whatever members bring.
 - ii. We've previously rented from Penske with good success: <https://www.pensketruckrental.com/moving-trucks/>
 1. 16 ft truck is \$199/weekend; 26 ft - \$400/weekend
 2. 2 trucks wanted
 3. Grant to explore additional options
 - a. Budget 16 ft \$49/day, 26 ft - \$100/day + mileage
 - iii. Action items for this meeting:
 1. Discuss truck needs.
 2. Vote to approve truck rental from
 - iv. Vote to authorize Grant to spend up to \$500 on truck rentals - passed
- f. Placement of items
 - i. Keep clear area so allow for electrical buildout - Off Western 25 ft of dirty shop wall
 - ii. Provided we can obtain/borrow forklift in future to move items in
- g. Ethernet - \$664 estimated by Peter (bare min), \$920 desired
 - i. Scissor lift present there, can we get this and run it while we have scissor lift available?
 - ii. Provides ethernet for places that cannot run on wireless, good wireless coverage of shop - just bare min. Ethernet run from office to other areas to set us up for future use would be included in the higher cost.
 - iii. Board votes to spend \$920 on ethernet buildout.
- h. Buildout funds promised - \$5,000 left
 - i. What can be use that on since we lose it if we do not spend it

- i. Dust collection update
 - i. Thanks to Roger, we were able to significantly reduce the total cost of the dust collection system by not having to buy all new ductwork.
 - ii. John L will update us on the new cost estimates - \$1600
 - iii. Action items for this meeting:
 - 1. Vote to approve the new expenses - approved
 - 2. John L requested authorization to make orders - yes
- j. Supranet monthly package
 - i. Supranet wants the following for internet service (mbps up/mbps down)
 - 1. 100/100: \$295/mo
 - 2. 150/150: \$345/mo
 - ii. Action items for this meeting:
 - 1. Decide on package, authorize installation
 - 2. Tabled till Grant can find more information
 - 3. Determine how much cable installation cost
- k. Security deposit for OM Station
 - i. We need to send in the security deposit prior to starting early occupancy. Amount is \$7,887.72, payable to Rabin Management Company.
 - ii. Mail to:
 - 1. Attn: Linda Little, Controller
Rabin Management Company
21 Locust Avenue, Suite 1
Mill Valley, CA 94941
 - iii. Action item for this meeting:
 - 1. Vote to approve security deposit. - Sean will pay this
- l. Will Rabin give us more free rent since they have created delays, which has cost us current members in addition to potential members? John E will inquire about this.
- m. Banner for OM till sign ready
 - i. Grommeted banner
 - 1. Cassie will call around once John/James provides dimensions.
 - 2. 4X20 or 3X18 "The Bodgery Makerspace"
 - 3. Sean motions to allow for \$200 to be spent on this
 - a. Passed
- n. Moving Day Plans
 - i. Action items for this meeting:
 - 1. Discuss moving day plans
 - a. Friday night - packing and loading items, move over to OM station.
 - b. Sat - move everything that does not require forklift, starting at 9am, end 8/9pm
 - c. Sun repeat with forklifts - will want one person at RR and one at OM to run forklift.
 - d. Monday - relax, finish moving, start cleaning RR and assess for repairs - 11am
 - e. Tuesday on - continue to work over at OM while cleaning RR
 - 2. Determine how we're feeding people
 - a. 3 grills available

- i. Grant is donating gas grill and tanks to shop
- b. Feed people lunch on Sat & Sun - budget for 50 people, someone can run out if more show up
- c. Coolers needed
- d. Fridge is ours and needs to be moved first
- e. John L has an upright deep freezer he can donate

2. Most recent Move Plan:

https://docs.google.com/document/d/1_UJsYnbtOxCA9WH5Ly48Ko-BaG8kXFtxNWjbadQufEc/edit

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):

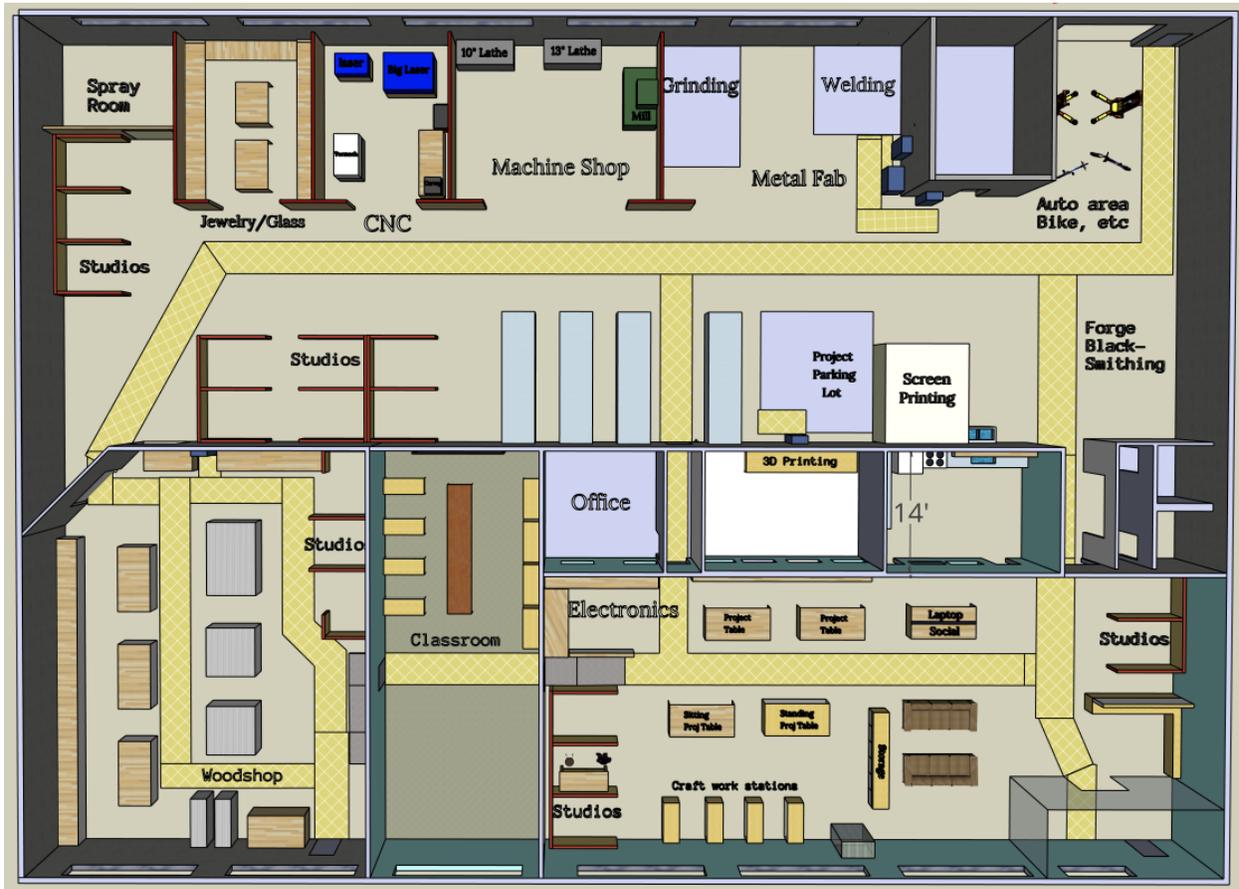
<https://newsroom.amfam.com/american-family-insurance-dreams-foundation-2019-grant-portal-opens-today/>
3. Report from Sarah - not present
 - a. She has not been doing either of these and has not logged any hours.
 - b. James suggest we handle this in Slack tonight and tomorrow verses during an open meeting.

Create Google Drive organization committee

1. Sylvia and Grant came up with a structure for document storage.
2. To do: set up new folder structure, move files into it.
3. Luke volunteers to start moving these
4. Whole project tabled to next meeting.

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 microstudio
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
4. Board will type details up into a document to share with Roger
 - a. Discussion in Slack on 5/17



Microstudios

1. Summary of April:

- a. \$125 per month per 6x8 space, \$50 per dedicated bench in jewelry/glass.
- b. Rates fixed for the full term of the lease.
- c. Minimum term of 6 months, first and last month's rent required on signing
- d. Current plan (above) allows for 17 studios:
 - i. 9 studios in the main shop
 - ii. 3 studios in the woodshop
 - iii. 5 studios in the clean room
- e. Bench spaces in Jewelry/Glass TBD
- f. Currently 12 members interested in renting space, leaving 5 vacant studios
 - i. 1 double studio rental
 - ii. 2 "bench" rentals (jewelry/glass)
 - iii. 9 single studio rentals
 - iv. List:

https://docs.google.com/spreadsheets/d/1ITfM56ihxUhfUtBRBTZo-RbXy18EsrFuaxE_zP6ahMw/edit#gid=0

- g. Microstudio spaces locked into 6x8 dimensions. Bench size locked into 3x2 dimensions.
- h. Action Item for this meeting:

- i. Confirm with Jewelry/Glass: how many starting bench rentals?
- ii. Space size exception: Jay Larson wishes to rent two spaces on the east wall of the shop, plus the aisle in-between them. He would also like to eliminate the south wall of his studio.
 1. This doesn't deviate from the space definitions other than dedicating the aisle between his two spaces for his uses.
 2. He is aware he cannot sand there
 3. Action item:
 - a. Vote to approve/deny this request. - stipulations of 6 month lease and he does not sand anywhere outside the woodshop or outside, he must stay within his allotted area (6x19 ft) for \$300/month. 5 ayes, 1 no, 1 abstain
- iii. Work on contract for studio space

Member storage and extra storage -

1. Current shelving allocations in main shop
 - a. 1 3-tier 16ft x 4ft shelving unit allows for 48 member storage units
 - b. 4 shelves in current plan = 192 member storage cubes in main shop
2. Shelving allocation in clean room:
 - a. Unknown
 - b. Proposal: allocate 1 16ft x 4ft shelf in clean room between lounge and craft
 - c. That provides 48 member storage cubes in clean room, bringing shop total to 240
3. Board voted in April to offer 1 extra cube of 8 cubic feet shelf storage space for \$10/month (2*2*2)
 - a. Where? - Table till later meeting, once areas taped off to provide better visual/feel.
 - b. Proposal:
 - i. split large project parking lot in most recent design
 1. 1/3 by woodshop in front of southern overhead door
 2. 1/3 in current location
 3. 1/3 between screen printing and blacksmithing
 - ii. Allocate one additional shelf between electrical panel and screen printing
 - iii. That allows for 288 member storage units throughout the shop.

New business

1. What color(s) do we want to paint the clean room?
 - a. Primary - dove white, eggshell
 - b. Accent - Gold from the website, semi-gloss
2. Get 1 pint of each of the colors from the website, test in OM Station
3. Buy white otherwise
4. Figure out what kind of paint to buy.

Meeting adjourned at: 2146