

# Board Meeting Agenda (and Notes)

October 21, 2021

Meeting called to order at:	1902
Board members present:	Mary B., Mark P., Cassie B, Barret E., John E (Despot), Jack R., James P.,
Others present:	Brain House, Jay Larson, Kevin Stone, Bob Meyer

## Treasurer's Report

### Member Levels

382 Total (+7 over last month),

310 (net +19) in MemberPress, 72 (-12) in Wild Apricot/PP

### Financial Snapshot as of Sep 30, 2021

### Treasurer Notes:

- Fyi, the treasurer needs to back away from doing ordering for Bodgery purchases, as he doesn't have enough time to complete normal treasurer duties and ordering. Members, after getting approval from the appropriate Area Captain, should make the purchase themselves and send the receipt/invoice to the treasurer for reimbursement (via PayPal). If the cost is prohibitive for the member, contact the treasurer to see if he can arrange a time to use the Bodgery's debit card. Thanks!
- Mary - Would it be useful to make an announcement about this, but would John prefer to reach out to people to let them know. John will let members know, post in area captains.
- Mark - For Amazon, there is a business style account, which lets a purchasing individual allocate authority to various others to make purchases.
  - John - If someone sends John a link, he will do those since those orders are simple. Multi-part orders however are complicated and eat more of his time. John will not be setting up business accounts with local companies, members can do this and provide details to John. Finds it easier to have people make purchases and submit for reimbursement.
- Board votes to approve treasurer's report
  
- NOTE: a vote later in this meeting moved \$500 in General Funds to the CNC-Laser funds, making the Treasurer's Financial Snapshot above incorrect in the Area Funds section. The correct final balance for Laser Cutter should be \$10,861.<sup>92</sup>. The transaction in our accounting software has been updated.

## Studio Update

- As of October 1, ~16 studios were leased for \$1,997.50
- Actual cash received in September was different due to 6 month pre-payments and payment dates.
- 20 people are currently on the waitlist for studios (not all are likely to commit)
  - Message Jay Larson on Slack to be added to the waitlist.
- 3 additional members will be renting spaces for 2'x4' storage carts
- 3 people are being relocated due to expansion, so they get first dibs on the new location.
- Layout created for studios
- Do we want to let ACs have studio access outside of their area?
  - ACs will have discretion on if they want studios in their area, and where those will go.

## Storage Update

- FOLLOWUP: Standing Rules stipulates that all permits have to be board approved, is this something we want to start enacting? Policy Change? Clarification?
  - Can policy be updated to outdoor storage be added to wiki? Was this done? Mark:Yes
- FOLLOWUP: Materials Storage Policy
  - Operation manager granted the ability to flag empty spots with a 2 week notice. Membership gets notified, wiki gets updated. Was this done? Mark updated Wiki - Mary will update membership
  - Contacted 5 members about empty shelves, all 5 said they were still using them.
  - Will notify and institute 2 week notice rule in new storage area
- Member Storage
  - Member Storage Aisles completely cleared
  - 128 Shelves
  - 24 "Empty" Shelves, 6 unclaimed, 3 No-Name
    - No-name shelves 2 - have been cleared out, 2 has a large amount of wood, which Jack will clear out and place in the free wood pile
  - 70%-80% used for wood storage
- Project Storage
  - Project Storage significantly cleared >50%
  - 12 Permits in Loading Bay Area
  - 6 Elsewhere
- Annex Timeline

- FOLLOWUP: Identify when shelves/ PS need to be cleared. **Was this done?** Jack: Yes
  - November 17: Clear out Day of member storage
    - Notify members to clear out their storage areas, or to temporarily relocate in a space we can offer them.
    - Since we are moving areas, we can introduce a new system
      - Members interested in a storage spot would fill out a google form, get on a wait list, and the board can assign a space, so the board knows who has which spot. Members have to sign a member storage agreement, therefore forcing them to become familiar with rules regarding member storage.
    - If we charged a few dollars a month, Jack feels this would solve some of the issues with storage spaces.
    - Anticipates we will have a larger amount of member storage spaces moving forward. 540 member shelves' worth. Jack did factor in 3 ft aisles and 6 levels of shelving. - Push this to Barret's meetings?
    - In member storage space, there are many people leaning items against the wall d/t not fitting inside of allotted space. If we place member storage against a wall area, that would open up more types of member storage
    - Relocation zone will be James' studio - feel free to leave anything here
    - Cassie - Google form would need a space to allow people to ask for specific accommodations. Also suggest a long lead time of the changing process. Mark - Will need to email, call, etc.
    - John - Create a numbering system for spaces. James seconds this
    - Mary - Is it possible to link up storage space with active and in-active members. Would make it easier to clear up space
    - John - Include a checklist that people have to initial to indicate they acknowledge the rules regarding member storage policy.
  - Mary - **Can Jack come up with a plan that makes sense for managing project storage that is reasonable for him to maintain the area.** **Has this been done?** Jack: Yes
    - Member Storage Waitlist Form
    - Assigned Shelving
    - MS Shelving Agreement
    - \$?
  - 576 sqft of member storage ~ 540 member shelves
    - Shelf vs Vertical Storage
  - [https://docs.google.com/spreadsheets/d/1VXSDdHBTdgoOzneuqzyh\\_wkhVv7BfsKThycy-SKlCxM/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1VXSDdHBTdgoOzneuqzyh_wkhVv7BfsKThycy-SKlCxM/edit?usp=sharing)
    - List only the 2x2 cubby shelves, does not include the lockers
    - TODO: Jack Add Lockers
  - John motions to set a move out date of Nov 17th for removal of items from member storage, or we discard that person's items, request people sign up for new storage locations via the Google form.
    - Mark - When do people get to put their items back on their shelf? Mary - may not be possible to provide a concrete date. Barret - We can get more shelving and set up some shelving in the annex as a temporary storage location.
    - Jack - We can have some overlap as people get items moved over. Wednesday, we return to Fort Atkison, which will bring in more shelving, so people will have room to place items temporarily
    - Vote - passes with no dissenting vote

- Details will be worked out via annex meetings. Barret and Jack can talk about number of shelves.

## Member Input and Discussion (15 minutes)

- Jane Conway: Veterans Discount
  - Jack and John heard this request from Jane.
  - Cassie - This has been brought up in the past. John says we approved this and then backed away from it due to revenue concerns. Cassie is against it mainly because many of our discounts are based on need. A veteran in need would qualify for a hardship discount.
  - John - Financial hardship offers a path to access. Second goal of the discount is because it is intended to draw people in. So begs the question of why we are offering a discount?
  - Mary - While attempting to avoid logical fallacies, we have historically had a problem with diversity. If we do not offer discounts to attract non-cis-het white members, so why would we offer this specifically to veterans.
  - Barret motions that we do not offer a discount for veterans.
    - James - Make sure we point out that we do offer a financial hardship discount
    - Vote - vote passes 6 in favor, 1 opposed

## Priority Business

### Memberpress Integration - INFO

- Adding fob #s to member profiles in Memberpress to streamline member management
  - [Short Video Overview \(2min\)](#) Board members watch this prior to the next meeting **Everyone Do This!**
  - Does the Board think this is worth pursuing?
    - YES
    - James moves that we move forward with adding people's RFDIs so we can link it to a database of our members
      - John request an amendment that we request form the doorbot people to add capability to infrastructure - notify Peter and Timm of this change and asking them to make this change. Vote - passes without dissenting vote
    - In order for this to help Timm, it has to be clear that others can modify that code.
    - Jack says the heavy lifting is adding the fobs to the member list )John, can you correct as I don't think I have this written correctly)
    - James - We would not be able to activate keyfobs remotely, but Mark says if they can read the number off the fob, we can.
    - James would like to be involved. Discussion of this will go to Bodgery IT

### Make 48

- Board to vote on whether to offer to host Make48 for their 2022 circuit.

- <https://docs.google.com/document/d/1x2PCa41TkGg4j25iEoe92-uBggM4sl0vXUgf-iCctSw/edit>
  - Notes from follow up meeting
- John - Motions that we DO NOT work with Make48 again in the future
  - Vote - Passes without dissenting vote
  - Mary will notify them once we receive our loot
  - Update - Mary - Alliant memberships, we thought we would get some input on who these memberships would go to. Make48 indicate we cannot do anything to help guide where these went, so we would have no input and memberships would go to Alliant Energy Center employees.
  - Harley Davidson money - We allocated some of that money . Make 48 requested that we purchase our tools from Stanley, since it was a sponsor. John indicated we would not be doing that unless it just so happened to be that tool that we want.
  - John - We cannot trust what they say will happen to actually happen.
  - Bob - Make48 doesn't own the specifically activity that they film. We could sponder our own competition and source sponsors, get publicity, etc and we could likely do this with serious work.
    - Mary has to read the contract to ensure there are no prohibitions on us doing this, or if it is bound by a time frame.

## Annex - INFO

- Current status of buildout.
  - Barret - Bill got the permit. He and a group are working on the layout. 10/22 - they will lay out the first wall and set up for a framing day. This weekend needs to be spent framing a wall and plan on a weeknight along with weekend builds.
  - Fwe, more experienced people to help figure out process, and then bring in more people to help with work
  - City will need to come in for rough inspection, so one side open so they can see how walls are attached to floor
  - Unsure on time frame in terms of length of time.
  - Barret out of town through the rest of month, will help organize buildouts, just not present for these.
  - Thank you Barret for your hard work on this all!
  - Mark - Member volunteering to help with electrical buildout, has been on contact with several contractors, one response so far. Mark spoke to Nicholes, they are going to do a walk through and provide a quote. Nicholes lead time - could be more than 4 weeks out from when we say go.
  - John - They are good to work with
- Studios
  - [2021-10-15 Layout with Studios.pdf](#)
  - Some studio layout details have not been decided.

- Jay will be reaching out to people on the waitlist and referencing the above layout to see how many can be converted to annex studio rentals.
- Storage space/flex space decisions
  - Discussion for next annex meeting, and in #bodgery-expansion channel.
- Jay will post current contracts to Board channel for review prior to sending out contracts to new renters. Give a week or two for review and revision prior to sending out to people on wait list.
- Security cameras.
  - **Decision request:** motion to authorize James/etc to select a NVR/DVR/camera package for Annex expansion, up to \$\_\_\_\_.
    - John - We need these. Let's set an amount they can spend, tell John what to order, we can work out details on where these go in time.
    - Mary - Can James find out what most cost effective way to go about this, and come back to Board this weekend with a ballpark.
- **Status Update:** adding a bike repair area has been mentioned several times, with leadership volunteers from Paul A, Mary B, Jack R, and now a new member (who works for Dream Bikes). Can we allocate space for it? (JE)
  - **Motion:** The expansion group should pick a spot for a bike repair area, with a minimum of 6'x8' footprint, either inside the overhead door, or somewhere in the Annex.
  - John concerned space will be allocated and there will be no room left over for this.
    - Jack - One of the vestibules would be an idea location for this area to allow for containment, keep bikes from coming in and out of space, give enough space for a workbench and a stand. Requesting room in Suite C.
    - John - Pushing back, but feels that is an opp for smash and grab. Also an area where people can still come through, and would hate to lose that entrance area. Concern for quick fingers.
    - James - The vestibule in suite c can be pretty uncomfortable at times.
    - Barret - Keep vestibule as an access area, which could be a problem if people are moving things around. Suggest keeping their back in the auto area, but back door. Allows access to welding also.
    - Jack likes the garage area.
    - Bob seconds idea, which allows for riding room for testing repairs.
    - Motion - Barret motions we reserve a spot, no smaller than 6 x 8, by the garage door for a bike repair area
      - Vote passes without a dissenting vote.

- Mark - we need to provide funding, ensure AC knows this, we should be more supportive of a new area. Jack, Paul are interested in being an AC.
- John would like for new member (Dream Bike) to be a part of this, and give him room to help set this area up and build it out.

### Board Communication (Halp support/ticketing system)

- Does the Board want to utilize this among themselves to start before expanding use to rest of Slack?
  - Mary's in favor of it, there are so many tasks that some can fall through the cracks.
  - Board agrees to complete the demo in next two weeks.
- Halp Demo: <https://halp.com/demo>
- Board members have been busy. Mary feels this will make our lives easier, but we will push this for now.
- Jack - We could try this new system where after meetings, he posts action items to the Board channel before we consider Halp. **This has been adopted**

### Disciplinary Policy and adjective issues

- VOTE: Change or approve revised [Draft disciplinary policy](#) - **Read this prior to next meeting**
- FOLLOWUP: Camera upgrades and placement. Cable ordered 10/19. **Has this been done?**

### Member Pop-Up Sale

- FOLLOWUP: **Did anyone check** with the landlord to see if this was something we could do?
  - If yes, reach out to Tona to see if she wants to take the lead on this.
  - Mary needs to provide more particulars on what this event would look like.
    - Running late on making this happen for the holiday season, so keep this on the agenda for Spring time.
    - **Mary to reach out to Tona and connect her and Josh so they can talk and remove the middle person.**

### Fort Atkinson Donation:

- INFO/FUTURE-DECISION: Take to the expansion channel for discussion, to see if anyone has use for these (partitions) in another area. **Was this addressed over there?** No. Partitions are 7 ft high.
  - 5 ft, 28 total (140 ft) (have 18 now, 10 more)
  - 4 ft, 7 total (28 ft) (have 5 now, 2 more)
  - 3.5 ft, 20 total (70 ft) (have 9 now, 11 more)
  - 3 ft, 5 total (15 ft)
  - 2 ft, 3 total (6 ft)
- 2nd Trip: Wednesday 10/27/2021 - Chad, our contact there, will no longer have access to the building in the near future, so if we want to grab these items, we need to do so soon.
  - **IT gear - want this since it will save us money in the long run**

- Standing Oven
- Shelves? - Want these due to quality and need
- TODO: Call for Volunteers / Rent Uhaul
  - Jack won't have time to organize this, but perhaps another (board) member will be able to organize the Uhaul rental and make the trip before Oct 27?
  - Post to Board Advisors or AC channel to see if there is anyone else who can take lead on this. Jack will do this
  - What size truck is needed? On the last trip Jack says the shelves were disassembled. He thinks a 15 ft truck would be sufficient.

### Equipment for Hybrid Meetings?

- FOLLOWUP: James and Mark can collaborate on what equipment to purchase. They will provide the board with the amount needed to purchase. James: prefer to come back to the board with a number. Update? JE ordered a bluetooth speakerphone on 10/19/21, per Mark's request.

### Occupy Madison

- FOLLOWUP: Has not been paid since June/July. Is there an easier way to get them paid? Updates on this? JE talked with Brenda at Occupy, we will now start paying a monthly amount to that organization for cleaning services, which will then be distributed.

### Funding for CNC Router

- VOTE: Transfer \$? from ? to General?
- INFO: From last meeting (10/21):
  - Has it been established which funds will pay for the CNC router? All general fund or a split from CNC Laser and general fund? Other option?
  - James thinks everything it took to get it into the building would come from General funds and everything new that it needs will come from CNC.
  - Mark felt, in order to get it in the door was general plus what CNC could afford. Mark will look for this info while we continue on.
- INFO: From 07/15 Minutes (highlighted by Mark):
  - John started a motion to approve funding for this. Asked about using CNC funds for it, and James replied that he'd prefer to get member input on that.
  - Mary - Where would these funds be coming from?
  - James - \$10k in laser fund, thinks we could leave \$3k in there, which would cover us for new tubes.
  - James - could only crowdfund this after the fact. Mark - could crowdfund for software and other accessories.
  - James - One places where the shop should not be supplying a lot of extra for this, due to wear and tear. If people want more, then they have to provide them.
  - Motion - We try to get \$2000 funding from members via crowdfunding. Set \$8000 max bid without buyers fee Rough estimate of \$10k total cost to the shop and we try to recoup.

- Jack - Can split cost between various areas that would utilize this machine.
- James - The idea of crowdfunding should be a thing here, but you are couching it in the wrong terms. We should say the Bodgery is paying for the machine and getting it into the shop. The Crowdfunding will go to getting it up and running, fees, dust collection.
- Barret - We will be over \$10k pretty quickly if we set a max of \$8k.
- Mark - Good to know the extra cost up front.
- John motions that the Board approve a maximum bid of \$9,500 from general fund and this will cover bid cost and users fee, with recognition that there will be other costs involved, and these costs may be crowdfunded. Seconded. 7 ayes, 9 nos, passes
- James notes that a CNC router has been on the top of the list for wanted machinery, so that allows us to bypass membership vote on over \$1k cost.
- Jay wants it detailed out how the breakdown of the funding is broken down.
  - Bob - WS would want to pitch in to this.
  - John - Nice to start with general funds, then go to member areas to see what they can contribute what they think they are able to.
  - James - In addition to getting it in the door (\$8k bid, \$800 user fee, up to \$700 moving fee), there will be funds required for re-licensing of the software, cutting tools, separate dust collection, etc. John suggests that would be a good amount for crowd funding.
- James - there is confusion, he thought the plan was to fund from general to get the machine in the building and then crowdfund for additional cost.
- Mark - We voted this was since we were in a time crunch, so we would opay from general fund and then later figure out where money would come from.
- John - \$500 of software purchased.
- James - Everything that was not involved in getting the machine into the door could come from CNC.
- James - This item has been at the top of the wish list for years, which are items that get purchased from shop funds.
- Barret - We voted on \$9,500 from general to get it in the door, so that should stand. The offer for ancillary items for use to be funded by CNC is generous.
- Mark - What is the plan for the CNC area balance of over \$10k
  - James expects to put another \$3k into the router to support the CNC router and maybe setting aside some for the eventual replacement of the lead screw. Also considering a second laser to replace the smaller laser in the near future.
- Motion - Barret motions to make hte \$9500 allocation from general fund, for the CNC router, with the understanding that the additional funds to get the router running, will come from CNC laser. CNC will pay for the \$500 software
  - James wants to leave the amount CNC contributes open. Barret - amended to allow up to \$3k of CNC funds to spend on support items.

- James - Amendment - Software was supposed to come from CNC, so that money can be reimbursed to general funds. This means \$9000 from General fund, and CNC will pay for the \$500 software
- Amended motion - \$9000 for CNC router from general funds, with \$500 for software back from CNC
- Vote - passes without dissenting votes
- James: motion to allocate up to \$3k from CNC for upgrades/repairs/any and all needs to get the CNC router up and running
  - John transferred the \$500 CNC software payment from the general fund into CNC-Laser funding after the vote. **NOTE:** This removes \$500 from the Laser Budget in the Treasurer's Report above, as the software purchase happened in September.
- Barret Seconded
- Vote - passes without dissenting vote.

## Other Business/Old Business

### Outdoor Beautification (Jay) - Did not reach before Jay left meeting - **Push to Spring?**

- Left on agenda as a reminder

### David Giroux portrait proposal - **left on agenda as a reminder**

- Previous meeting, decision made to take digital photos and create a sliding display with recently donated TV. What needs to happen to make this a reality and who is taking lead on making it happen?
  - Jack: **All set to go, will set up once Annex is near completed. Can be removed from Agenda**
  - Update: Photos: <https://davegiroux.pixieset.com/bodgery/>

## Board Slack Votes

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**Meeting adjourned at: 2031**

**MINUTES/Zoom Chat:**