

# Board Meeting Agenda

May 16<sup>th</sup>, 2023

Meeting called to order at:	7:01pm
Board members present:	Mark P, Timm M, Tona W, Sylvia L, Eli W
Others present:	Janine W, Bob M, Dwight J, Jacob R, Linda K, Kingston, Alex A

## Treasurer's Report – April 202

### Financial Notes:

- Next month's report will include a \$37,681.98 one-time CAM payment and the monthly CAM payment
- The accounting firm has fixed past checking account entries and added a correction for PayPal in Xero
- The Xero balances now accurately reflect the Financial Account Balances
- Corrections resulted in an additional approximately \$2,400.00 increase in Financial Accounts Total
- 2022 taxes are completed. Accountant fees YTD: \$525 taxes, 3x\$225=\$675 corrections, \$1,200 total

### Member Levels

- Current membership is: 501 (-16) – Apr:517 Mar:534 Feb:550 Jan:534 Dec:517 Nov:504 Oct:488
- 16 new, 13 canceled, -3 net additional PayPal subscriptions in the last 30 days. This includes memberships (new, canceled, failed, re-subscribed), rented studios, and rented storage. The last 30 days includes 10 new Woodshop/Other storage and 6 new/returning members.

### Discussion Notes:

- No notes

### Studio Report

	Revenue	Studios
Clean room	500	4.0
Classroom	698	5.6
Big Shop	1050	8.4
Annex	2312	18.5
<b>Total</b>	<b>\$4560</b>	<b>36.5</b>

### Discussion:

- June/July is when contracts are renewed

## Member Input and Discussion (15 minutes)

None

## Priority Business

- Reopening for new members

- a. Digital kanban board. Up and running. (Timm M)

- i. Please sign up for an account to add tasks: <https://kanban.shop.thebodgery.org/>

- b. New-member onboarding suggested changes

- i. Orientation video is out of date. Need to update? Or replace it with additional web info and in-person orientation info? (Mark M is willing to help out with creation of the new video if needed)

- Timm: Maybe break video up into multiple sections because hard to keep up to date

- Mark P: Until video is updated, it should be removed

- i. Keep gift memberships offline? (Mark P)

- + Gift memberships provide extra income because many of these never even join, but...

- Those who join may be less likely to stay because it maybe wasn't their idea.

- It's extra work to process these – manually verify payment and email the “gift certificate”, frequently there's questions about the process.

- can someone other than the treasurer take over this responsibility? (puja) There is demand for it, but Mark P is right; Its a lot of work. As a person who was gifted one, it brought me much joy!

- Sylvia: Do we have any outstanding gift certificates

- Mark P: It's not kept track of

- Timm: Most people don't use the gift certificates, extra source of revenue

- Mark P: Get a lot of these gift certificates around Christmas

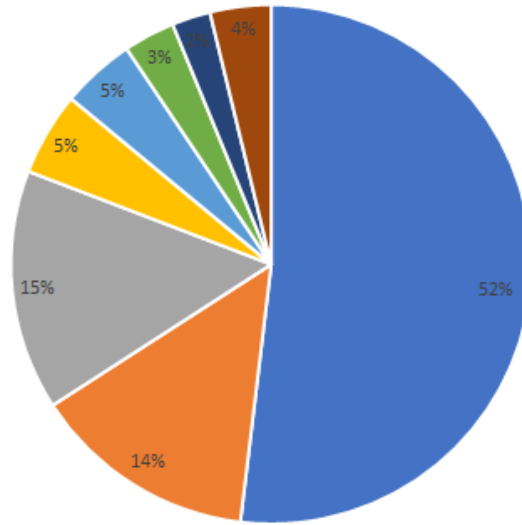
- Tona: Makes sense to not have gift certificates, because a gifter can just subscribe for another person with normal membership sign up procedures. Volunteer energy is very precious.

- Timm: Agrees, revenue for gift certificates isn't that high. Likely decision for the next Board. Or keep it as an offline system with physical gift card.

- ii. Eliminate 6-month 5% and 12-month 10% membership discounts for new members, no change for existing subscriptions (Mark P). The discount was put in place years ago to decrease manual transaction processing and improve cash flow while also providing a benefit to the member. Now, the transactions are fully automated and there's no cash flow

issues. The 12-month membership saves the member \$60/yr but saves the Bodgery less than \$6/yr in PayPal fees.

iii. Eliminate 6-month and 12-month regular memberships? (Mark P)



If there's no discount, there's little benefit in having 6 & 12 mo. We don't have 6 & 12 mo for senior/student/etc. Currently there's 44 6-mo & 26 12-mo (260 reg, 75 senior, 26 student, 23 family, 16 supported (was S.H.), about a dozen AC and 19 still on WA=wild apricot).

Previously had no automatic made it easier for the treasurer 12 month memberships. But now automatic billing, so now it's to keep track of.

Sylvia was treasurer, had from people who wanted to discounts and had to track them

- Timm: billing, which to track 6 or we do have more work
- Sylvia: When complaints stack down when they paid in check
- Mark P: Didn't have that problem
- Janine: Pays yearly to get the discount. Will that go away?
- Mark P: Hard to get people to change their current subscription, similar to change from Wild Apricot to Paypal. So more for people who are going to join in the future and existing members won't have to change.
- Tona: Motion to eliminate 6 month and 12 month discounts for new members and any returning members that pause their membership and come back
  - a. Mark P seconds
  - b. Motion passes

i. Orientations 2/month? That's 10 new members per week (20 /month).

Reasoning:

- Bob M had mentioned that they would like to keep Woodshop orientations limited to Sunday mornings 8am-12pm. This allows the woodshop to be open for members at all the other times in the week. 4 people are trained per training session, which means they can safely handle 16 new members/month.
- For those who cannot make Sunday morning, one-off training is possible.
- Woodshop has more trainers (other than Bob, Barret and Jim) so lack of trainers is not the bottleneck in having sessions only on sundays.
- We won't experience the woodshop backlog that we have experienced over the past year. (That's about half the emails received at [contact@thebodgery.org](mailto:contact@thebodgery.org))

- (Mark P): We could be exchanging email inquiries regarding woodshop training for email inquiries regarding membership sign-up. Like, what day & time are new sign-up spaces made available?
- (puja): I reply to 95% of emails that are received at [contact@thebodgery.org](mailto:contact@thebodgery.org), Woodshop enquiries have overshadowed any other email that came through.
- (Puja): I can set up the orientations for 2nd and 4th week of every month for the next year (ending June 2024).
- Suggestion: Avoiding 1st friday of every month (Laser checkoffs; James is busy)
- Request: No orientation on 2nd June 2023 please (Artist's night at the Bodgery)
- Have reached out to the editor at the Isthmus

- Timm: Wants to do 12 people an orientation
- Mark P: There will be some people who don't show up
- Bob: Believes 12 new members will be sustainable for woodshop
- Mark P: Don't set up new member orientation booking to the end of the year, people will forget and other people will be upset that they can't join
- Timm: Might have always been recurring that way.
- Mark P: Now we are going to use it as a gatekeeping system, whereas previously we weren't. It will generate inquiries.

ii. Change orientation workflow to pay AFTER signing up rather than before. (Thus, avoiding people being unhappy paying for something they cannot use because they can't get an orientation space)

- Timm: Is it possible to do this on memberpress?
- Mark P: Website process that people go through would need to change the wording to say that they should pay a day or two before orientation. It's what he tells newer members anyways.
- Timm: Good idea, don't know about technical details

i. (Mark P) Stopping adding new members to the MadCityMakers email list Google Group because neither the Bodgery nor members nor the public post there.

- Timm: Potentially useful for fundraising in the future. But we don't use it currently and don't want to make it so that we never use it and then use it to ask for money.
- Mark P: Bodgery Members Google Group list is used for classes

a. Progress on these points? (Carried forward from April Board meeting 2023)

- Make signage for areas that say "You need General Area Orientation Before using this Area"
- More clearly mark yellow and red tools with signage about required training
- This can be an Area Crew task and we can let the Area Captains take lead on it (puja)

b. Area crews [Bodgery Area Crews](#) : this seems to be going well! (puja)

- Area crews exist for: Ceramics, Plastics, Machining, Woodshop, Glass, Shop classroom, Computer classroom, much of the general area

## Discussion:

- 
- 

## Other Business

### 1. The Future of Blacksmithing

- Matt L resigned as Blacksmithing area captain . Working with contractors has been tedious, the presence of red-tape looking at safety etc etc.
- The city fire inspector has repeatedly said 20lb tanks indoors are not permitted (per Matt L).
- What next? Ask members ? Ceramics needs more storage space. Stained glass would like to store equipment and maybe use the space for classes instead of the Shop classroom.
- Suggestion (puja): Instead of adding a 'new' area, maybe we make the existing areas more comfortable? (Mark P): Also storage for members or for Bodgery general stuff currently stored elsewhere.
- Future CNC plasma cutter? (sorry, couldn't resist. I wont be around and had to cause trouble.  
😊..puja)

- Jacob: Wants to gauge interest
- Timm: Usually for areas we set the area up and people will use it. Unfortunately this has dragged on for a long time. If it isn't going to be used for Blacksmithing, see what else space can be used for. Could either formally put up a motion or informally say we are moving on.
- Mark P: Don't want to close the door on blacksmithing if someone wants to take it on
- Jacob: It could be started with an induction forge, but not many people have experience with it. Did we make a decision on blacksmithing
- Timm: Not formally, but we will send something out to membership to see what people want

### 2. Call for applications for 2023-24 Bodgery Board of Directors. Announcement to be sent out via email and slack.

"CALL FOR NOMINATIONS

The Bodgery is seeking nominations for the organization's board of directors. Being a board member gives you the opportunity to take part in the organization's upkeep, day to day management, advocate for future directions and goals and most importantly give back to society.

Bodgery board members serve a one-year term beginning July 1 (for a maximum of three years). The board members interact on a board Slack channel and meet at-least once every third week of the month for the board meeting or as necessary. Brief board position descriptions can be accessed from the [Leadership Page on the Wiki](#) (click on the board position title).

To apply, please send in your name and a brief paragraph introducing yourself and your vision for the Bodgery to [board@thebodgery.org](mailto:board@thebodgery.org). The paragraph will be shared with the membership and called for a vote. Nominations close June 15th."

---

Would you like to be the treasurer or assist the treasurer with purchasing, reconciling (bookkeeping), or reporting? Here's a brief [description of duties](#). If interested, please contact the current treasurer (Mark Pickhard) via [treasurer@thebodgery.org](mailto:treasurer@thebodgery.org) or by Slack to discuss further.

- Timm: No official nominations yet but we will get them soon. Elections will be in June, and Board term will start July 1
- Mark P: If we have fewer than 7 nominees there will not be a vote.
- Timm: Might be good to have a larger board if for example we get 9 members interested
- Eli:

### 3. Artist night on 2 June (could this be sent out with Board meeting email/announcement recap (puja))

Friday, June 2 from 6-9 pm

Saturday, June 3 from 11am-3 pm

- **No orientation on June 2nd please** (Cassie said its a circus to manage; okay she didn't use those words, but I understood them that way (puja))

Mark P: Makes a motion to reopen membership to two orientations a month with 12 people per orientation and to do that once we have Onboarding process worked out

Sylvia seconds

Discussion

Timm: Onboarding process worked out is vague, that was the condition for us to close

Mark P: Can't do June 2nd, because of Artist's Night. Or we could start next week. Any preferences?

Timm: This is important, gives us a deadline. But June gives us more time

Mark P: Amended to **Motion to reopen membership to two orientations a month with 12 people per orientation on June 9**

Sylvia Seconds

Motion Passes

## Board Slack Votes

- April 18, 2023: Approve \$520 for pizza, beverages, plates, etc. for Bodgery pizza party?
  - Approved
- April 18, 2023: Stop saving money for CAM and go month-to-month payments with our landlord?
  - Approved
- April 21, 2023: Allow Artists Night event organizer to set up 3 additional vending tables (each not to exceed 2'x4' footprint) in the clean room near the main doors. The event organizer is responsible for arranging the clean room tables to allow for clear exit paths.
  - Approved
- April 21, 2023: Change the standing rules, section 8.2 items 4 and 6 to increase the limit that the Treasurer or President can approve to \$200. Effective July 1, 2023.

- Approved
- April 25, 2023: Approve \$160 for a TV cart for the digital kanban board?
  - Approved
- May 4, 2023: Approve \$381 for woodshop to put towards purchase of new motor for the woodshop planer?
  - Approved
- May 7, 2023: Approve up to \$400 for shop air drops for the annex areas along the back wall? (Details in #shop-air)
  - Approved
- May 12, 2023: Approve \$450 for purchase of belt barrier stanchions for crowd control for events
  - Approved

**Meeting adjourned at: 19:42**

**Next meeting: June 20, 2023**