

Board Meeting Agenda (and Notes)

February 16, 2017

Attendance: James, Timm, Evan, Luke, Sean, John, MyRanda, Tony

Absent Board Members: Grant

Treasurer's Report

1. Finances and membership (John)

Redacted for the wiki. Please contact the board if you have any questions or inquiries.

New Business

1. Power

- a. **Short Term** -- 220V plug for laser cutter. Already have paid for 220V line for air conditioning in clean room. Desire for at least 1 more 220V line. Not enough room in current panel for all this.
 - i. Requires 220V: A/C, new laser cutter, vacuum former, woodshop shaper.
 - ii. Luke is unsure whether we have room in the current panel - we may want another opinion. Tony says that this would be based on messing with the current electricity - we need an electrician.
 - iii. Laser will take at least 8 weeks to arrive. Per Luke, vacuum former will take a similar time to complete.
 - iv. John suggests using the owed 30A 220V line for the new laser cutter, and getting a second near the woodshop for wood shaper and vacuum former. MyRanda notes that lack of A/C has driven away members and guests in the past.
 - v. Luke notes that vacuum former will be on for about two minutes at a time. Perhaps it can share a line with the laser cutter so long both are not on at once.
 - vi. Upgrade to 220A. Three 220V lines: A/C, laser cutter, and near box for miscellany. Use A/C, laser cutter, and vacuum former for minimum specs.
 - vii. John volunteers to get quote from electrician before shop improvement day on 2/25.
- b. **Long Term** -- If we are going to stay here another year, what would be the cost for a new panel? Can a new panel run 3-phase? Would landlord be willing to share the cost (she was when we moved in)? Can current moving fund be used for this?

- i. Luke believes that this came up when discussing a multi-axis drill press, and that a 3-phase box legally needs to be installed outside the shop, not inside, which means it's more expensive than a sub-panel for a few more 220V circuits.

2. Vacuum Former

- a. Luke would like to requisition about \$1,400 to build the vacuum former. He expects around \$800 to purchase circuit boards, which can't be safely homebrewed; converting toasters to 220V is a fire hazard. Other materials can be thrifted; price estimate is based on other makerspaces' experience and can be refined when a full buildplan is complete.
 - i. *Money is not yet available, per John, but we will discuss as time goes on.*
- b. Vacuum former will require a 220V outlet. Can this be secured? If not, can we put in a switch so that the laser cutter and vacuum former can share (and both can't be on at once?)
 - i. Two outlets on same circuit? At 220V, Laser cutter will use about 10A on a 20A breaker.
 - ii. *Luke says that vacuum former will require about 4800W/20A at full size. John suggests putting the vacuum former near the box to reduce line draw - possible concern about having such a heat source near wood though. Perhaps we could use an extension cord to store it near the automotive area?*
 - iii. *Tony suggests this may require further upgrades to the electrical panel to serve such high amperage.*
 - iv. *Vacuum former can be put on casters and easily moved around the shop, does not require a specific home. Footprint is expected to be 4.5'x2.5', 6.5' height. Similar to arcade machine. Will this be an issue?*
 1. *This has been an issue in the past - e.g., with the paint booth.*
 2. *James volunteers to ensure space remains allocated. Suggests putting tape on the floor during shop improvement day to designate a specific space.*
 - v. *Motion to approve purchasing \$65 build instructions. Approved.*
- c. Can this be a yellow tool? Member meeting suggested we add a timer which will automatically shut the machine off after 10 minutes, to minimize fire hazard.
 - i. *Potential user hazards: Few moving parts, but potential for touching hot plastic. Similar hazards to a hot oven.*
 - ii. *Potential equipment hazards: Using a check-valve in build should protect the vacuum pump; replacement if misused will be about \$120.*
 - iii. *Automatic shutoff after [set period] to reduce fire and heat hazard.*
 - iv. *Potentially useful for demonstrations and make-and-takes because the use is simple and quick.*
 - v. *Luke recommends making this a yellow tool.*

3. Status update on laser cutter

- a. Purchasing from Jinan Derek

- i. *Per Timm, purchasing because we have vetted their quality as much as possible, they were cheapest, and they offered a honeycomb like our current laser cutter.*
- b. Kevin Holdmann from the Rockford makerspace has been very helpful with import process
- c. Rockford is also buying one, sharing import costs
- d. Kevin's importer will pick it up from Jinan, get it through import, and bring both machines to Rockford
 - i. *Once our machine reaches Rockford, we'll just need to pick it up with a U-Haul or similar.*
- e. Cost for one machine is \$2,980
- f. Estimated shipping/import costs are \$1,454 (for both machines), does not include import dues
- g. So far, total cost to the Bodgery will be \$3,707
 - i. *Maybe another \$100-200 for random government inspections*
- h. Shipping time is up in the air, but expect at least 2 months
- i. 220v, 150w tube, 1300 x 900mm work area, honeycomb table, water chiller

4. Status update on industrial sewing machine

- a. Likely Conso, possibly Juki
- b. 110V is fine
- c. \$1,500 at top end
- d. Highly advise against buying used, they are worn out
- e. *Tony suggests letting him know when we are near a purchase; he knows the owners of the Electric Needle and may be able to discuss.*

5. Questions and discussion on space reorganization agenda.

- a. Member photo board
 - i. *That wallspace is needed for the whiteboard, which will be going vertical. (Its space will be used for member storage.)*
 - ii. *Timm says that he plans to go ahead with the video display board and revisit the member photo board in a few months once that is established. Both will exist for the foreseeable future.*
 - iii. *It's expected that about 32 photos will be visible at one time.*
 - iv. *The main impetus for this is that it will be automated and will not become out of date like the current physical board.*
 - v. *James suggests that having both would be useful, because a static 'face + calendar' display would be boring and lame from a visual perspective, but including more projects et al. would make it prohibitively clunky to check if someone is a member.*
 - vi. *Evan suggests adding a visual marker (border? icon?) for board members and area captains, so that guests and new members can see who they are. Tony suggests using stickers (e.g., gold star) to designate those individuals.*
- b. A/V equipment and setup
 - i. *The motivation for this is to remove the arcade cabinet footprint from the main shop, and to use those racks for more space. The old TV will*

be on the electronics area wall, with the Roku and all current functionality.

- c. Providing lunch on workdays
 - i. Board suggests sending Karen to Costco for snacks and pizza, using vending budget. Karen is allocated \$50 max for food acquisition.
- d. James voices objection to permanently closing the door between the clean CNC room and the main shop. John suggests perhaps getting a door closer so that heat won't leak between the rooms, because the door will remain closed. Luke notes that organizational plans also involved using the space on either side of those doors for desks – this may be an issue.
 - i. Also: Is this a firecode issue? We need to find out first.
- e. Do we own the table in the main shop, or is it a loan? We should find out before sawing it.
- f. Procedural discussion regarding the space reorganization process. Was this process handled in a manner that allowed everyone's voices to be heard? How can we improve in the future?
- g. For future major decisions, Luke suggests a defined community comment and discussion period, and then a set agenda item at board meeting for discussion and decisionmaking.
- h. James notes that we may need to differentiate between “do-ocratic” decisions that individuals should feel empowered to make, and major decisions that require more process.
- i. Luke suggests community discussion at board meetings, with well-defined “this is when we make decisions about [topic]” timeblocks.
- j. James also notes that area captains should have some power over their own areas – area captains should sign off when part of a defined area is being taken.
- k. Further discussion tabled to email.

6. Education Committee update

- a. Requesting funds for marketing
- b. Would like regular classes offered by area captains, working alongside them, for each area – both tool-certification and skill-related classes. Classes bring people in.
 - i. Continuing issue: People sign up but don't show up.
 - ii. There was some discussion about pre-paying for meetings, about six months ago, but it became a lot of work to set up.
 - iii. Timm suggests having half fee as downpayment, half paid at the time. Fees can be paid through Meetup.
- c. Education committee wants to create kits / make-and-takes, working with area captains and signing off on any footprint required for supplies.
- d. Education committee requests funds for marketing. Board agree ‘have specific proposals for funds and we will discuss.’
- e. One kit or class plan for each area with specific budget and requirements – bring to the next board meeting.
- f. James notes that skype and google hangouts can be used for telepresence at meetings.
- g. Next meeting is next Thursday at 6:30

7. **Update on ex-members' storage** – have we given enough notice to move these items to the hackrack?
 - a. Yes.

8. **Geek Craft Expo – 3/25–26.**
 - a. Karen is running our booth; MyRanda has committed to attend, seeking further volunteers.
 - b. Planning to run a make-and-take involving making small books, with block printing via laser-cut stamps for the covers, and basic bookbinding from MyRanda for anyone who wants to make their own books.
 - c. Supplies required: Laser-cut stamp materials. Will need to be pre-made.

9. **Suggested group project:** Preparing Bodgery flyers for distribution. We could probably get this done quickly with some expertise, and then go paper the town. (Or, you know, relevant bulletin boards.)
 - a. *Contact Design Like Mad to ask if they would help with flyers, promotional materials.*
 - i. *They're running free designing again, we should apply.*
 - b. *Meeting next Tuesday at 8pm to work on this.*
 - c. *(Business cards were printed by Karen at the Game Crafters. Agreed that we should look into options.)*
 - d. *James notes that we can make elaborate laser-cut stuff too, when it really counts.*

10. **Member Mtgs vs Board Mtgs**
 - a. It should be clear that “community decisions” must be made at board meeting. Feedback from the meeting is encouraged to be presented to board. Having two meetings a month where decisions is ineffective and sends mixed messages.
 - b. Actual agenda for member meetings would be useful: planning classes/events/group projects for upcoming month, showing off what was done this month, ‘open floor’ for non-policy discussion and questions. (E.g., ‘hey, I noticed the sewing notions are messy; anyone want to help me clean them up on Saturday?’, ‘want to plan a fieldtrip to the ren faire?’, ‘where do we store extra soap?’)
 - i. Evan volunteers to make and distribute Google doc agenda to members, attend member meetings and report notes to the board meeting, and vice versa.
 - ii. *John notes that procedurally, we need to be clear that member meetings do not make procedural decisions. If the membership has a general vote that trumps the board, but we want to be clear on procedural stuff.*

11. Motion Heatmap

- a. Sean would like to set up a motion camera with a heatmap of activity to look into space usage statistics. This will not save images of humans, but density of activity.
- b. Sean plans to make a class for this purpose. No budget needed for the initial proof of concept.

Old Business

1. Standing Item: Summer Move

- a. Revenue targets: 82 members for 7,000 ft², or add 15 'micro-workshops' for 10,000 ft². See [budget estimates](#).
- b. \$2,000 moving funds saved so far (Sept-Jan)
- c. Approached Monona, review details.
- d. Other options?
 - i. Talk to Madison mayor's office
 - ii. Grant volunteers to talk to our local alder, county representatives
 - 1. Update tabled until March due to Grant's absence.
- e. John spoke to our landlord and noted that she did not have a specific space in mind, and if we do move, she would like 60 days notice.

2. Discount membership task-list

- a. Needs to be written up/printed out/etc. Both a volunteer task list and Discount Membership Task List should be created, so that volunteers always have something to do.
 - i. See previous month's notes for list of ideas
 - ii. Put it on the wiki?
- b. Let's create a task list white board, with room for dates and initials

3. Policy for Member-Loaned Tools - check-in

- a. A written agreement (releasing members of liability related to their tools and spelling out the parameters of the loan), was approved in Oct.
- b. Grant wrote it.
 - i. Who will take charge of distributing them to current tool loans?
- c. Donated tools: create a log on the wiki/google doc? Board says yes.
 - i. Who?
- d. Board believes that we should have a policy on procedure for loan acceptance
 - i. Grant volunteers to write a procedure for the actual loan of new tools.
 - 1. Update tabled until March due to Grant's absence.
- e. Let's keep these policies and loan agreements in file cabinet at top of stairs

4. First Aid Kit/etc

- a. Was the main kit box bought, filled, and mounted?
- b. Board votes to let James buy a cabinet for that purpose.

5. Swag budget

- c. Vinyl bumper stickers (hand out to new members), car magnets, Tote bags:
 - i. Board ok with spending Bodgery money on swag if it will be reimbursed via sales.
- d. Board says T-shirts should utilize Zazzle/Cafe Press type of service, vs ordering inventory with Bodgery funds, and possibly being stuck with unsold merchandise for a long time.
- e. Design contest?

6. Stripe update

- f. Code needs to be added to our website to start accepting payments.

7. Outreach for Diverse Membership

- a. Motion to make 12"x18" membership rate sheet, laminated tour agenda sheets, to better advertise partner rate.
 - i. Board is agreed that this applies only to a \$50/month membership + partner membership. For instance, if two married senior citizens are members, they could choose 2 senior memberships (\$25 x 2), or the standard partner membership (\$50 + \$30).
 - ii. Board is agreed that partner memberships should be paid in a single payment, from one account.
 - iii. *Tony offers to laminate agenda sheets as needed.*

8. Vehicle Repair inside the shop

- a. James and Grant volunteer to co-captain a prospective automotive area, and draft a policy to bring before the membership. Proposed policy involves putting sealant on an area of floor to protect against spills, policy requiring all items stored in the area to be on wheels or easy for one individual to move by themselves, and all automotive work serving as a "red-tagged" tool such that an automotive co-captain must be consulted before any auto work occurs.
- b. *No updates this month per Grant.*
- c. *James notes that we expect an engine repaired in the space fairly soon.*
- d. *Tony notes that we may want to compare the price of a garage mat, purpose-built for that purpose.*

9. CRM/ERP/Asset Management System

- a. Update from Sean
- b. *Timm installed Instance on the servers and Sean will be working on it soon.*

10. Dust Collection in Woodshop

- i. Given [the report](#) on the dangers from fine dust, we should examine our dust-collection mechanisms for safety concerns.
- ii. Recommendations: In the new shop,
 1. close off woodshop (even from metal shop for fire danger),
 2. vent the dust-collection system to the outside,
 3. utilize fine dust filters, and
 4. run an air-cleaning system during woodshop use (in addition to dust collection).
- iii. Note: high-quality dust-collection systems are expensive. [Here's one](#) that's highly regarded for air quality/safety.
- iv. *Roger put up a box-fan + furnace filter bodge which will hopefully help somewhat.*

11. Area Captains' duties

- a. Discuss a list of duties, write it up and meet with current captains to check in and ensure they're still willing to perform them.
- b. Separate maintenance duties, sign-offs on tools, teaching tool use, area decision-maker

13. Broken Tools

- a. We have set up "broken@thebodgery.org" email and put up signs
 - i. Grant volunteers to make signs and post them.
 1. Update tabled until March due to Grant's absence.
 2. *James volunteers to email the membership to inform them of this.*

14. Develop a marketing plan

- a. Hey, we talked about getting together a group to do that...
- b. *Education committee! Yay!*

Minutes

6:56 pm - Begin. Financial update.

9:46 pm - Motion to adjourn. Motion passes.