

Board Meeting Agenda (and Notes)

August 20, 2020

Meeting called to order at:	7:04 PM
Board members present:	Sarah Conn, James Pittman, Bill Pennoyer, Timm Murray, Puja B, Jay L, Sylvia Lieteau, Ron F, Mark P
Others present:	Sean Grady, Nona Torino, Peter L, Ryan Lewis, Aaron, Jim V, Bill C, Tom Sundling, Martha Downs, Cassie, Robert, James E, Jennifer Torino, Ken Bice,

Member Input and Discussion (10 minutes)

- Peter: Woodworkers in classroom - worried about sawdust. Storage = a-okay, any sanding or sawing is Not Cool
 - Currently in discussion. Rule as it stands, but the Classroom follows the Clean Room's guide
 - No handwork or sawing
- Mark P: Put doorsweep on the door between the Classroom and the Woodshop - lots of sawdust tracking happening :(

Priority Business

Coronavirus and Shop Status Update

- Still not open to the public, but are accepting new members.
- Remember to clean your hands and surfaces thoroughly and often. 1 guest per member. Mask on when inside. Please don't spray sanitizer on metal. Make sure you clean your surfaces.
- James did a virtual tour. It's on our website. :)
- WASH YOUR HANDS. WEAR YOUR MASK WHILE INSIDE.
 - This also applies to contractors applying fire sprinkler pipe from Clean Room to Suite D
 - No studios in their path (potentially new Clean Room people)
 - Minor damage caused last time >:(
 - Move precious stuff out of the way from the East wall

Woodshop Training and Maintenance Needs

- The woodshop captains have been exploring options to support the increased training and maintenance needs of the woodshop. Current trainings are two 2-hour intro sessions per week, plus additional ad-hoc

tool trainings. Maintenance and tool repair has been 10-20 hours per month. We would like to identify up to 5 stewards to provide these services. In exchange for providing 4 or more hours of service per month the Bodgery would waive their monthly membership dues.)

- Jay: we've had a huge increase in the number of woodshop workers and we need to standardize training and we're worrying about maintenance burnout
 - Air filters
 - Tool usage + maintenance
 - Max number - 2 trainers, 6 people
 - Social distancing is Important
 - Martha: 1 trainer, usually 4 people and that was pretty hard
 - Standardize the trainings is important
 - Mark has added hardware to help with the filter - yay!
 - Around 5 people who who can do the 4 hour service (estimate)
 - Might put pressure on the treasurer
 - This didn't work out too well last time, but if there are known people
 - Might give other areas some volunteer-unhappiness
 - "We pay some people but don't pay others"
 - Who gets to decide who the trainers are going to be?
 - Area captains would decide it
 - Ad hoc training is available as well
 - Want to close the woodshop during the 2 hours - Wed nights and Sun mornings
 - Until Martha's October class
 - Custodial maintenance (routine things that have to happen) as opposed to fine tuning machines
 - 4 hours at \$12.50 is ~\$50
 - More discussion is needed for this. We can have a separate Zoom for this.
 - This is worth talking about.
 - We should
 - Motion: Table this discussion and bring it up in a separate call - Timm
 - Mark Seconded
 - Motion Carries

Machine Shop budget increase request

- Spent \$500 buying two sets of new tools and realized that it was about a quarter of the budget for Machine Shop. However, new tools are expensive and stuff won't last forever. Worried the \$120 a month won't provide the needed funds when they need it.
- Increase the budget so it can be put aside for when it's needed
- These tools should be expected to last a while - that's more capital expense than within the machining budget
- Milling classes get credited to the Machine Shop
- Bill would like to talk with Sylvia about the budgeting recording

Director's Insurance

- Three premium options were quoted:

Annual Cost, 500,000 Limit	Annual Cost, 1,000,000 Limit	Coverage
\$376	\$470	D&O (Directors & Officers) Liability
\$139	\$154	EPL (Employment Practices Liability)
\$448	\$543	Shared D&O+EPL Limit (sum of above minus 13%)

- In addition, two options were quoted:

Annual Cost, 500,000 Limit	Annual Cost, 1,000,000 Limit	Coverage
+\$100	+\$100	D&O Fiduciary Liability
-15%	-15%	Defense within the limits (not outside the limits)

- Notes and Discussion from July:

- If we go down the route, due to the cost disparity, just go with 1,000,000 - James
- Sarah expressed concern about the risk, especially for those without a lot of resources to defend themselves.
- Sean made a case for not purchasing it.
- Ron made a motion to either perform due diligence before deciding, or to decide now. Amended the motion to vote on just buying the DNO insurance. Sarah seconded both.
 - Timm: Grant makers look at this stuff - it's what grown up organizations do.
 - Let's just do the due diligence and then vote when we're done
 - This has been batted around for a couple of months
 - Mark: most lawsuits are related to employee disputes - we don't have employees
 - Brought up the idea of someone contracting COVID-19 and then suing the Bodgery
 - John brings up - does this insurance also cover the organization?
 - Mark: would covid be covered under liability
 - Sarah - I will ask my dad who went to law school to take a look at the insurance
 - Are the directors and organization both protected by the insurance?
 - Let's get the board together on Zoom to discuss this.
 - Motion withdrawn.

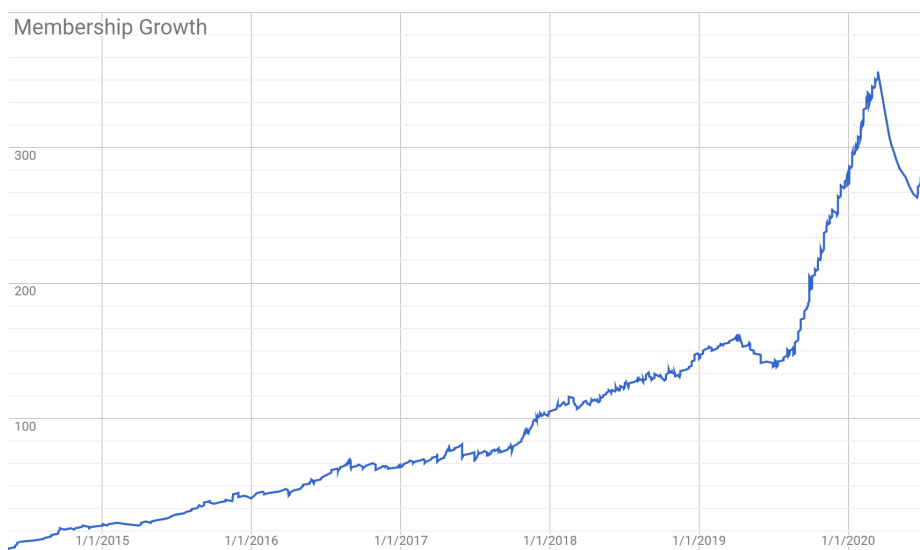
- Discussion:

- Law affords us some protection, but not protection against certain kinds of spurious lawsuits
- Protection for the officers is protection for the Bodgery, because Bodgery policy may or may not state that it will indemnify the volunteers
- Sarah's dad was going to take a look at this - between stuff going on with family and farm chaos he hasn't had the time to get back to me
- Ron: Make a motion to approve the purchase to make this 1,000,000 just the line item DNO policy

- Timm seconded
- Motion carries
- Agent will be Sylvia - she will email Nicki

Rabin LOI for Suite B/Annex

- Rabin is willing to lease us the space next door. Timeline? Budget?
- Technically we already voted on this, but COVID attacked. Membership levels are on the rise again, is this something that we should comment on?
- Volunteer effort to build it out will be affected by the fact that we can't mass congregate, so any huge build out would need to be postponed.
- What will the scope of the buildout be? At least a part is going to be studios. This is about getting our foot in the door and securing that space at this point, instead of deciding exactly what it'll be used for. That comes later.
- What membership level should trigger expansion? 300? 325? 350?



- In July we voted in favor to start drafting an LOI as the next step in proceeding with negotiations.
- Bill P has received architectural drawings and has started a Facility Study 2020.
- A draft LOI was put together for this meeting.
- Previous meeting comments related to LOI and negotiations:
 - Jay: question about the rates Rabin had put forward previously.
 - Ron: LOI should have language addressing a potential for COVID shutdown
 - From 2020-01 board meeting: LOI: 7,840 sqft, \$6/sqft/yr + CAM, new lease “coterminous (ends when this one ends)” with current one and base rate increases at same rate as current (3.5% annually). Rabin provides a “broom clean status”, removes “lift station” apparatus, ensures

separate elec/gas/water, repairs any damage to the floor. Will provide \$20k for site improvements. 1 month security deposit. Signage and parking allowance increases per original lease. Discussion of terms:

- Negotiate the rate increase to not go up a full 3.5% on July 1, but pro-rate.
 - ADA compliant entrance by back door? - probably would come out of the \$20k.
 - What do we want from them?
 - Rate of \$5.50/sqft/yr versus \$6 for next few months - Can we match our existing?
 - If not, then we need more on the TI (tenant improvement) money
 - We have spent money on improving this space, which they will ultimately benefit from - negotiation point
 - Floors should match between this (clean) area and that area (if they won't under what we want for our buildout - TI)
 - What do we want for out of our buildout (TI)?
 - Double door in back at least, single person door in clean room
 - Electrical
 - Partitions
 - Much of this will also depend on what we do with the space.
 - John will (got) estimate from Rabin from their contractors on putting doors between spaces. Need to re-eval TI amount requested based on this conversation
- Discussion on LOI, Facility Study, other Next Steps
 - James is frankensteining 4 LOIs together
 - Rabin has been showing Suite B to other folks, but will stop if we get a LOI
 - We should be speedy about this
 - Looked at the sign and while kerning needs to be fixed, Rabin will pay for the design, but Bodgery will pay for printing and installation (they grabbed it literally from our website for the design), they are probably going to make us pay around \$750
 - The sign we currently have hanging should technically be taken down by now
 - Peter is going to be taking a crack at designing
 - James will ask them to hold off on sign until after LOI lease is signed

Equity work

- Request to commission an internal mural, perhaps a mobile one (painted on plywood with a frame) so it can be moved if we expand.
 - Equity Committee's goals with the murals were twofold:
 - Supporting black artists (and art as part of making)
 - Having murals that reflect BLM show potential guests of color that this is a safe and welcoming space.
- Board would need to ask the community for a purchase that size (likely \$1,000 for an 8' x 8' mural). It would be fantastic to purchase two murals (would support two artists, and possibly add Indigenous Rights

artist)

- In July we voted to take the option to commission a mural to the membership with a total amount of \$1,000 to \$2,000.
- Discussion:
 - John is taking point on that, but is not at the meeting tonight (out of town)
 - It's all his fault
 - Things we can do to further equality in the making (and our) community
 - Has anyone reached out the communities to see what they think would work well for them?
 - Met with a group for young, black entrepreneurs but COVID put everything on hold
 - Have some meetings at Bodgery and bring in the community, but that's not happening right now
 - Have we reached out to our Alder and asked for some advice from them? Such a nice guy. John has some kind of contact? But that was last year. This year has been an infinity dumpster fire.
 - Do we have an Equity Bodgeperson? Not really. But community outreach is part of James's job.

COVID Mask Policy

- Rules decided in April state that eating in the shop with a mask off is OK
- Should we change this?
- Discussion:
 - Allowing drinking indoors = okay; Sarah, Peter
 - Cassie: going outside and eating is most safest, but there are equally risky in the shop
 - Congregating closer than 6 ft with masks on
 - Communal eating break rooms are being used by hospitals etc.
 - We don't have a designated place for eating
 - Picnic bench for outside - in the front and the back
 - Designated eating place, such as the break room or your personal studio
 - Sarah: You are allowed to unmask for the purposes of eating and drinking only as long as they are in their studio or in a place 8 ft away from others, and you must sterilize/clean up after eating.
 - Timm seconds
 - Motion passes
 - We will decide about the water fountain later
 - Ron: Make a motion to disable the drinking part of the bubbler and leave the bottle filler open
 - Add tape
 - Timm seconded

- Motion passes

Other Business

Board votes that happened on Slack

- Approved \$165 for rear door doorbot.

Roof Exhaust Fan

- The idea: a powerful roof exhaust vent in the ceiling of the big shop, to both suck heat out during the summer months, and increase ventilation during COVID times. This would naturally pull air in through the window vents as well, removing the need for box fans there, and not require the overhead door to be open.
- Rabin approved the idea. We should get an HVAC contractor's guidance and estimate, as well an electrician's.
- In July we voted to spend money on getting a consultation from contractors on adding a roof exhaust vent.
- Discussion:

Committee Reports

- Any reports from Area Captains or Committees?
 - Area -
 - Storage - no
 - Fundraising - no

Any Updates/Action On...

- Footwear policy
 - Motioned to table - Ron
 - Seconded - Timm
- Motion - List the rest and then if not talking, tabled
 - Seconded Sarah
- Front door signage
 - Done
- Mail/package delivery (currently the guard shack)
 - Tabled
- 990 EZ has been filed ahead of the deadline and the IRS has been notified that our address has changed
 - 501C3 - announcement
 - FINISHED

- Review current lease
 - Mark - we should look at this before negotiations on Suite B
 - Yes, we pay taxes and business insurance
 - Hard copy in office, electronic copy in Gdrive
- Inactive shop areas: Screen Painting, Auto, Blacksmithing (Chris (last name?) contacted John on Instagram), Paint Booth
 - Screen printing hasn't done anything in a bit, but the area captain left and we have posted on if there was anyone interested in taking on
 - Iris
 - There are some hazardous materials - want someone experienced
 - Stained glass is expanding, maybe move into that space?
 - Cassie: I would love to see screenprinting taken over by a new captain
 - Infrastructure was not built in a timely manner
 - This is very popular with the visitors
 - Can we adapt it for art printing in tandem with commercial screen printing?
 - Cassie is interested in taking over Captainship after she finishes her master's
 - Timm - table this discussion
 - Timm - motion to formally dissolve Auto Area - now Large Project Work Area
 - Withdrawn, but we just want to stop talking about it
 - Lockers are for storage - when we get the new space, they should be moved there
 - Blacksmithing
 - John
 - There is no paint booth, it's shop storage
 - We do not have it built to a standard for legal code and at the time we didn't have the money or the volunteer power to get it done
- Leather area: Ben Coleman interested
 - Karen posted about getting an area captain
 - Ben met with Puja and showed where everything was stored
 - Do we need a leather area separately? In a separate physical space as well as leather area captain - do we go forward with this
 - No large footprint and not taking up area
 - Puja uploaded a document that has inventory and what could be nice to have (some monetary requests)
- Project parking:
 - All (except two) parking permits are current. Two members are sheltering out of Madison.
 - Abandoned wood moved to woodshop storage
 - Small wood scraps processed by member Jerry (?) for firewood
 - Expand Project Parking and Member Storage, Project Parking Racks
- Longer term storage
 - Actively in the works? Or is this project storage?
 - Could we charge for that? The annex?
- Renting the overhead door area
 - Dangerous situation/potentially sticky

- Walking through with large things of wood, large barrels of dust
- The (ex-Autobay) cleanup:
 - Dishwasher recycling permit (should be picked up 21August2020),
 - Plan for wall mounted fans? ~6 of them in the autobay
 - Autobay lockers: Is there a plan for them?
 - Puja wins a crown. Good job Puja, you're amazing and we love you. <3
 - Clean Queen
- Raffle for burl wood: Sold 55 tickets (\$55, as of 20August2020)
- Volunteers -- swag, burnout, motivation
- Did Bill get the plans for the space? Yes
 - Needs analysis
 - Stakeholder analysis
 - Bill will take that on
 - Put together a timeline and id the steps to getting there and how it works with the buildout
 - First thing - how far do we want to drill down? Board? Area captains? All the members?
 - Committee
 - Ron: Motion to appoint Bill as chair of the "Use Committee" made out of the board as the first stakeholders and have us directed in moving forward
 - Sylvia: Seconded
 - Motion passed
 - Sarah: let's end this
 - Motion passed

Meeting adjourned at 9:38 pm.