

Board Meeting Agenda (and Notes)

November 19, 2020

Meeting called to order at:	7:03 CST
Board members present:	James, Sarah, Mark P, Ron, Bill P, Jay, Sylvia, Timm, Puja,
Others present:	Sean, Randy, Matthew W, Robert M, John E, Cassie

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Member Input and Discussion (10 minutes)

Randy: Idea for a membership fund drive.

- Sent some PDF to the board as a draft procedure for putting down the steps of how fundraising for equipment would work. Vested members initiate a fund with the Treasurer and give the particulars on how the money is raised and used. They're in charge of social media for getting members aware and donating. For example, the spot welder - money was sent directly to the treasurer and when the target number was reached, James went and purchased and picked up the new too.
- James: who says "we have enough" - organically a point person arises, but now we're making it the treasurer. Some things, like craigslist, take a matter of hours, not days/weeks. Might be easy to set up with Venmo - maybe a webhook?
- John: We could use WA/something to create some kind of "product" and people purchase a piece of it. This way, it's all in one place and takes less manpower.
- **The board would like to take this offline for a couple of days to take a look at and digest for a response as a group in the Board channel (independently read and then discuss)**
- John - some things are pricey - retain the general form of support and model while not turning into another statutory document
- James: 10% - ? Randy: In order for members to feel ownership for the tool, give the initial money to begin, just picked 10% as a number. James - is this for "skin in the game?" - Randy, yes.

Priority Business

COVID - air during winter

- Increase HVAC air exchange rates?
- Use specialized (mobile) air cleaner units?
- If venting externally, how to handle heat loss
- Another option to clean virus from the air: <https://gph.is/1L2ZjhR>
- We reached out to an HVAC expert - still going back and forth right now. Waiting for a proposal from 1901. 3 areas to address: ventilation, air filtration, and air cleaning.
 - To find out: what kind of filter is in HVAC? Need at least MERV13 in the big on - Mark put those in

- Research talks about balance of shop without ventilation and an associated cost with that (crank up the heating)
 - Solutions: filters/air cleaners like in woodshop - dust collectors that can use MERV13 filters in them
 - Have fans blowing and put filters on the back of box fans - research is a little shaky on that, as it stirs up potentially contaminated air
 - Ashrei?
 - We have an interesting scenario: we have a ton of space, but not a ton of people at one time. Our demand/need for filtering and ventilation is minimal?
 - James - read and posted article in COVID 19 slack channel: <https://smartbuildingsmagazine.com/features/carbon-dioxide-monitoring-to-lower-the-covid-19-threat>
 - CO2 levels to monitor/judge if you're under/over ventilating
 - Sean may have access to those co2 sensors, because they're a little pricey, but it's not something that could stay. It could come over like once
 - Timm: adafruit has a breakout box for ~22
 - Needs to be calibrated with a co2 box - Sean can help with that
 - Remote sensors and logging ~\$500
 - Bill: Horizontal vs. Vertical ventilation - all intakes are high - idea was that they would be in existing holes in the roof
 - Evidence is now pointing that horizontal air drift spreads COVID. Remove the box fans?
 - But we need something to churn the air to get it to the cleaner
 - UVC lights? Wear sunscreen and shades ('cause we're cool) to the Bodgery
- Ron: can we get a quieter fan near the area that was intended to be a spray booth but is not?
 - Yes, it is loud
 - 5000 CFM
 - Let the people who use the room to decide if they want to turn on/off the fan

Accountant looking over Bodgery finances

- Ron checked with an accountant, who quoted \$100/hr, and estimated 5 hrs per review, which includes 30 minutes for board presentation of findings.
- Motion to approve up to \$500 to have Bodgery books reviewed, and report to the board at the next meeting. MOTION PASSES.

Switch our membership system from Wild Apricot to Wishlist Member?

- Wild Apricot has been making aggressive moves to make us utilize their payment system (vs PayPal, which we use for our membership payments). Part of that is raising the cost of our service, and are also saying that they'll eventually make us utilize their system. This is frustrating and vaguely threatening, as a previous shift from one payment system to another caused us to lose members.
 - Rough estimate of 8-10% of membership
 - WA is also increasing by \$200 a year assuming we don't go over 500 members (counts every member including lapsed, pending, "contacts")

- Two alternatives looked at: Wishlist Member and MemberPress. They integrate better with PayPal, allow other payment services, cost much less, still have an API (will communicate with the doorbot and tool lockouts).
- MemberPress advantages: allows members to cancel or edit their payments from within our site (instead of having to do everything on PayPal as we do now. Has good membership analytics. It's also built to work with coupons (if we wanted to reward a member, it's no longer a PITA for the treasurer), "free trials", gift certificates, etc.
- WordPress historically has had security problems. Can be locked down a bit but we are still worried about WP plugins because WP is not that great with security.
 - John recently updated our current website's WP plugins
 - WP only for membership software? Timm suggested that we create a separate WP installation for just our membership software.
- Mark talked with Wishlist and it sounds like they can connect up with the already incoming transactions could be matched up with the database. Legacy paypal
- WA - push vs. pull. WA is turning to pull instead of push. A lot of the benefits that we are talking about on the secondary system are being changed into the same features in this WA update
- MemberPress - no polls, but integrate with email services, but you can do integrate
- John is offering to be a test member and see if we can integrate for any future transfer overs
- Sean: they're amassing power and may shove further stuff down our throats in the future
- Let's schedule a bunch of meetings to go over this. Start a private channel on this subject and also more Zoom meetings

Other Business

Annex expansion

- How much money do we need on hand to do it?
 - Lots
 - When can we accept new members again?
 - If we don't do the annex, we will still have money
 - Rabin is thinking of this but they want to make a profit before it goes down and probably need to get it rented within the next 6 months
 - CAM - \$20000 a year for 2020, not being paid yet
 - 7,000 for 2019 but we haven't paid because we have questions
 - Entire parking lot in front of building is only for building 20 - substantial amount of money
 - What is a realistic number? We haven't calculated yet. Too early in the negotiation
 - We will also need to increase our emergency fund
 - "A pandemic is a fucking emergency" - John said, advocating for us being able to tap our Emergency Fund for any revenue loss during the initial months after the expansion
 - When we come out the new other side, in the new space, increase the emergency fund to match rent - austerity measures for a while
 - We've never had the numbers for the next space - we always fill it up before
 - Timm - difference between expansion and move
 - Remember that this is also for the next 5 ½ years - if we don't expand

- We will have to cap members if we stay at 450
 - There's a need that comes with growth
 - Not if but when - we could dip into Bodgery 4.0 if we need to. Milwaukee is going through an expansion right now - we can still have similar growth
 - \$800-\$900 loss a month for annex - Ron, a level we could sustain
- LOI - they're waiting on us. It's in our hands. We have not responded back to them. Independent from CAM (could use as a delaying tactic)
 - Ron: moving forward
 - Mark: move forward, but not immediately jumping the gun
- If we don't expand, what's our backup plan for growth post-reopening?
 - Timm has considered some membership storage changes that could help us handle more members
 - He also points out that if we don't expand, we'll have extra money that we could spend on solutions to keep our current space usable.
- Motion: Delay moving forward on LOI until CAM numbers are worked out - Mark
 - Drag feet on LOI for COVID - square away CAM
 - Approach Nate with a proposal for Mark analysis and then take Mark's analysis and provide it as an offer. Get a number that you're happy with and make an offer based on that
 - The CAM needs to be based upon specific numbers - you can't pick numbers out of the air
 - We can analyse the CAM using the 8% number and give a rationale for it
 - They have all the numbers, but we don't have them - electrical, parking lot, 8% number could turn into big number.
 - "We think that CAM calculation is off"
 - LOI is not legally binding and will not start around 4 months for lease starting because they take forever on buildout
 - What is the LOI risk? Is there any?
 - Thought experiment:
 - Triple net is non-negotiable and we're not going to court over this
 - When we expand into suite b - that footage is added to triple net
 - Is that a dealbreaker for the annex?
 - Can it be used as a negotiating tactic - but we cannot put our stamp internally on the LOI because we don't agree with the CAM
 - The difference in the money isn't enough to
 - AMENDMENT: Not respond to Rabin on the LOI until the CAM numbers have been hammered out
 - Ayes: Mark, Bill, Jay, Sylvia, Sarah, James
 - Nays: Ron, Timm, Puja

Facility Planning

- Bill sent out questionnaires and surveys and now it's time to move forward on that data
- Scheduling meetings with area captains and the board and concerned individuals and how we MIGHT proceed in the future
 - Woodshop space and needs
 - Want to keep small and efficient
 - This is happening and we're not excluding you. We value and adore you, beautiful members of our community. <3

- Ad libbing this, but when you get too big a group, there's no focus groups larger than 6 people. Will drag down rabbit holes with more people.
- Stop scheduling over Monday nights

Meeting adjourned at: 9:41 CST