

Board Meeting Agenda (and Notes)

August 16, 2018

Meeting called to order at:	1900
Attendance:	Roger S, Guy S., Tracy, John, Galen, Katie, Adam
Board members present:	Grant, Cassie, Luke, Sylvia, Ken, James,

Treasurer's Report

Member level composition

Current members: 132, includes: 86 Regular; 9 six-month; 13 Student; 10 Seniors; 7 Starving Hackers; 4 family/spouse; 1 Google employee; 1 Premium; 1 non-recurring. Not counting: 5 pending; 2 unpaid keyfob.

Membership Growth

Since the last report, we've added 6 new members and lost 3

New: Logan Colla; Cole Hamlin (welcome back!); Kurt Hanson (also welcome back!); Alan Kania; Will Liederbach; Jared Walther

Lost: Cal Fleming; Bo Lawler; Heather Reilly

Account balances as of 8/16/18:

Operating Cash (\$)	opening (July 19)	change	final (Aug 16)
Checking			19,608.84
PayPal			1,044.15
Total	20,446.85	206.14	20,652.99
Fund tracking (\$)			
3D Printer	\$1,926.45	\$0.00	\$1,926.45
Laser Cutter	\$3,295.68	\$421.60	\$3,717.28
Vending	\$521.97	-\$22.11	\$499.86
Welder	\$186.73	\$0.00	\$186.73
Woodshop Budget	675	225	900
Woodshop Budget	-\$408.78	-\$355.45	-\$764.23
Earmarked Funds			6,466.09
Cash Available (\$)	14,249.80	-62.90	14,186.90
(operating - earmarked)			
Savings Account (\$)			
Emergency	12,000.00		12,000.00

Moving fund	18,400.00	800	19,200.00
Insurance reserve	2,160.00	-1980	180.00
Accumulated interest	14.57	0.82	15.39
Total			31,395.39
Total Cash Assets (\$)	53,021.42	-973.04	52,048.38

Income Statement

Account	Jul 2018
Income	
Gross Sales: Inventory (vending income)	171.38
Individual or Business Contribution (Fees collected)	273.75
Interest on Savings or Short-Term Investment	0.97
Membership Dues: Individual (as predicted, a number of 6 month memberships are coincidental this month, including a new year-long!)	7,318.00
Total Income	7,764.10
Cost of Goods Sold	
Cost of Goods Sold (vending costs)	181.11
Total Cost of Goods Sold	181.11
Gross Profit	7,582.99
Operating Expenses	
Accounting Fees (Xero)	22.50
Advertising Expense (Willy Street Fair Fee)	80.00
Bank Charges & Credit Card Discounts (PayPal)	185.33
Insurance, Non-Employee (Big yearly expense)	3,769.80
Rent, Parking, Other Occupancy (Rent+utils+storage unit)	2,007.66
Supplies (See attached)	1,196.67
Telephone & Telecommunications (Linode+ISP)	99.66
Total Operating Expenses	7,361.62
Operating Income	221.37
Net Income	221.37

Supplies

Member comments (10 minutes)

Roger - Question gained 12, lost 10 - Are we communicating with people exiting? Why are they exiting? Sean - 2 broad categories - ghosting (not responding to email about non-payment and key fob shut off), moving, not financially feasible. Sean spends time tracking and reaching out to people prior to fob shut off.

Katie - Spoke about shutting off portions of the shop for classes d/t intimidation, noise. Issue with specific member who will not leave, and raised voice, which caused a class to leave. Received an email from class student (trans woman) who was made uncomfortable (prolonged staring) by the individual named above. Discussion about priorities of class over general shop use. Discussion to be had next meeting.

John - Concern for treasurer's report not redacted when sent out due to outside security. Could it be posted on slack. Galen points out not all members can make it to board meeting, member engagement. Sylvia - Money in, money out, want more details, request access for details. Guy - printed copy on site that is accessible. John - post it behind the wall on Wild Apricot.

Galen - Reinforced support for exit data. Sean asked Galen to collaborate with him on exit interviews.

Old business

1. Update: Insurance renewal (10 min)

- a. In July, we were looking at alternative quotes for insurance. If we couldn't find a better one by July 26, we were going to sign our existing policy and continue looking for the following year. We were also looking at adding D&O (directors and officer) insurance to whatever policy we opt to take.
- b. Action item for this meeting: Either sign the current quote or find something better and switch providers.
- c. People responsible: Luke was pursuing quotes, Grant and Sean will sign the best policy
- d. **Report: Has this been done?**
 - i. Yes; Sean completed the insurance renewal.
- e. Next action: Luke, please make time in the next 10 months to seek out other insurance options. The board will revisit this issue in the January 2019 meeting.

2. Orientation/Onboarding committee report (10 minutes)

- a. John Eich is no longer the only Friday night orienter or host. Ken is now chairing a committee to better document the onboarding and orientation process, as well as to streamline and automate as much of the process as possible. James, Timm, and Sylvia are also serving on the committee.
- b. People responsible: Ken, Timm, Sylvia, James
- c. **Committee Report:** Ken - held one meeting. Difficulty reaching Jim Vogel

- i. Grant - G Suite is a possibility - To forward information about this onto Ken.
- d. Next action: Schedule another meeting since Jim comes to these.

3. UWCU account signers transfer (5 minutes)

- a. Action item for this meeting: John Eich needs to call UWCU to set up a time to remove himself and add Grant and Sean as new signers on our checking and savings accounts.
 - i. People responsible: Grant, Sean, John
 - ii. **Report: Has this been done?**
 - 1. Yes, we tried. We need to update a corporate resolution in order to finish moving the process along.
 - iii. Next action: Update our corporate resolution. Document to be updated/amended is here:
<https://docs.google.com/document/d/1goMdfZuEYHPgzxrnqkpq92CLKEE4gNmi-ng8cWxK3sU/edit>
 - 1. Needs drafting and send to membership for review, prior to board vote. Cassie will look this over, Sean to assist. Use shop address

4. Update: Social media coordinator update (5 minutes)

- a. Katie Daniel is now Social Media Coordinator for the Bodgery. She has all the logins from John.
- b. Katie was planning to email the membership before this meeting in order to communicate what she wants/needs from the membership for effective social media, and to ask for assistance with posting.
- c. Action item for this meeting: follow up with Katie in a month and see how it's going.
 - i. People responsible: Grant
 - ii. **Report: Has this been done?**
 - 1. Yes. Katie seems to have everything she needs at the moment.
 - iii. Next action: none.

5. Domain registration transfer (5 minutes)

- a. Action item for this meeting: Grant scheduled time with John to transfer domains on July 21.
 - i. People responsible: Grant, John Eich
 - ii. **Report: Has this been done? No.**
 - iii. Next action: Grant is planning to reschedule with John. Grant will also finish setting up G Suite with proper @thebodgery.org emails and aliases at that time.

6. Google Calendar debugging (10 minutes)

- a. Action item for this meeting: Solicit membership involvement in managing Meetup and the calendar.
 - i. People responsible: Grant

- ii. **Report: Has this been done? No.**
 - iii. Next action: Solicit membership involvement in managing Meetup and the Calendar prior to the September Board Meeting.
- b. Action item for this meeting: Figure out what needs to be done to fix odd calendar issues. Grant will reach out to Tony Roman for assistance in debugging G Suite, and then document the process on the wiki.
 - i. People responsible: Grant
 - ii. **Report: Has this been done?**
 - 1. Yes. Grant now has admin access to G Suite.
 - iii. Next action: Figure out a calendar migration workflow.
 - 1. Grant named moving to G Suite
 - 2. Katie named Square Space
 - 3. John - is it worth keeping Meet Up?
 - a. James - yes d/t this is how many people find us. Grant named ease of setting up/sign up classes. Rogers prefers Wild Apricot (not user friendly).
 - b. Pick a primary source for sign ups with a payment mechanism.
 - c. Need Event's Coordinator - Roger willing to help, Katie willing to do it since she is currently doing social media, but wants direction as to which system to use. James says WA is the only one to do member's only classes.
 - d. Sean motions to create and send this to an Event Coordinator Committee - carries
 - i. Katie, Roger, Sylvia, and James volunteer
 - ii. Figure out how to post to both a google calendar and meetup
 - iii. Collect payment for classes
 - iv. Set up registration for members and non members.

7. Cleaning up changes to standing rules by the board (5 min)

- a. Action item for this meeting: Luke and Cassie Brown were going to look through minutes for info that needs redacting, in addition to looking to changes to Standing Rules that weren't documented. Grant would then consolidate those changes in the Standing Rules and report back in August.
 - i. People responsible: Grant, Cassie, Luke
 - ii. **Report: Has this been done? Yes** - no notice of info on standing rules. Notes redacted and posted. Cassie did not go through meeting notes already posted to wiki.

8. Update: Bylaws Change: Board Term Extension (5 min)

- a. Action item for this meeting: Grant will add language for the term extension mechanism to the bylaws.
 - i. People responsible: Grant
 - ii. **Report: Has this been done?**

1. Yes.

<https://docs.google.com/document/d/1p2KrmzkrVihe3Pf1fdH2umG2CVGbAEocVJ7V6IT3YVM/edit>

- iii. Next action: None.

- b. A further review of the bylaws has been tabled until September. After the board has reviewed and made changes, a law student from the Law and Entrepreneurship Clinic at UW Law School will be solicited to review the changes.
 - i. Action item for this meeting: None required.

9. OM Update (15 min)

- a. As of the July Meeting, we were waiting for an updated document from Rabin Worldwide detailing:
 - i. What renovations Rabin will undertake prior to us moving in
 - ii. What renovations/improvements we would be responsible for if we sign a lease
 - iii. Term of lease
 - iv. Monthly rent, rates of increase, etc.
 - v. Confirmation that if Rabin opts to break the lease prior to it expiring that they will pay our moving costs and give us option to lease space elsewhere in Oscar Mayer
 - vi. Updated architectural drawings
- b. Action item for this meeting: Contact Nate Ellis at Rabin to inquire about progress and see if any additional info is needed from us.
 - i. People responsible: Grant, John Eich
 - ii. **Report: Has this been done?**
 1. Yes. As of 10 August, we are waiting for an updated LOI from Nate Ellis. - He emailed last Friday saying he would have something on Monday. Grant to follow up.
 - iii. Next action: Follow up with Nate Ellis if nothing is heard by the Board meeting.
- c. Action item for this meeting: Grant was going to contact Kathy Gargano and inquire about her amenability to signing a 1-year lease for the space behind us.
 - i. People responsible: Grant
 - ii. **Report: Has this been done?**
 1. Yes. Kathy wants a 3-year lease. We still have right of first refusal.
 - iii. Next action: None.
- d. Action item for this meeting: Grant was going to find the landlord/leasing agent contact information for at least two potential locations other than Oscar Mayer and contact those people about setting up tours.
 - i. People responsible: Grant
 - ii. **Report: Has this been done? Not yet.**
- e. Action item for this meeting: Grant was going to schedule an Area Captain's meeting in order to discuss a task list for a shop improvement day.
 - i. People responsible: Grant
 - ii. **Report: Has this been done?**

1. Yes. Area Captain's meeting is scheduled for September 12th at 6pm
- iii. Next action: None required (other than having the meeting).

10. Booth displays update (5 min)

- a. Action item for this meeting: James was going to commission items from Peter Lithein and Katie Daniel, and identify other members for commissions.
 - i. People responsible: James
 - ii. **Report: Has this been done?** Yes, spoke to people, Peter backed up on orders
- b. Action item for this meeting: James will laser-cut acrylic or wood boxes based on Sylvia's request.
 - i. People responsible: James, Sylvia
 - ii. **Report: Has this been done?** Sylvia needs to give James measurements and list.
- c. Action item for this meeting: Dawn will provide information on booth backdrops to Sylvia.
 - i. People responsible: Dawn, Sylvia
 - ii. **Report: Has this been done?** No, check with Dawn on Monday.

11. Upcoming fairs (5 min)

- a. Willy St. on Sept 15-16, 2018
 - i. Action item for this meeting: Sylvia will solicit membership assistance with prepping and staffing the booth.
 1. People responsible: Sylvia
 2. **Report: Has this been done? Yes.**
 3. Next action: continue to solicit member involvement until sufficient numbers have been reached.
- b. Milwaukee Maker Faire on Sept 28-30
 - i. Action item for this meeting: Grant and Sylvia will solicit membership assistance with prepping and staffing the booth.
 1. People responsible: Grant, Sylvia
 2. **Report: Has this been done? No.**
 3. Next action: Solicit membership assistance with prepping and staffing MFMKE group.
 - ii. Action item for this meeting: Ask Mother Fool's Coffeehouse about their mural painters, then contact those painters about painting the Bodgery Truck. The end goal is to provide additional advertisement at Maker Faire.
 1. People responsible: Grant
 2. **Report: Has this been done?**
 - a. Yes. I called and left a message with the owners to get contact information for any artists interested in working with us.
 3. Next action: Follow up with Mother Fools owners and any interested artists.

12. Update: Community Building (5 minutes)

- a. Takeaways from last meeting:
 - i. Continue to have events that are just fun (provide value to members, don't ask anything from them), with the goal of strengthening the social bonds between us.
 - ii. Hold meetings/events that are area specific (Woodshop, Craft, etc), as members may feel more invested in an area of interest, vs "the whole Bodgery"
 - iii. Organize Show and Tell events?
 - iv. Continue organizing Area Captain meetings
 - v. Longer term plans:
 1. continue identifying areas for building community and encourage these to happen
 - a. Large demo days with media invites, speak to WORT about going onto Community Night.
 2. Find members who can help foster events like these and encourage their leadership
- b. Action item for this meeting: Set dates for quarterly potlucks at the Bodgery, with the Bodgery providing main course and members providing sides
 - i. People responsible: Grant
 - ii. **Report: Has this been done?**
 1. I think that the best option for these is the second Saturday of each quarter. (2nd Saturday in January, April, July, and October). Tracy T and Guy S have already expressed interest in leading a demo or doing a make and take.
 - iii. Next actions:
 1. Vote to establish these as regular calendar events - Grant will put these on the calendar
 2. Talk to Tracy and Guy about doing the first 1 or 2 events - Tracy is deciding what she wants to do for the October one - range it for between 30-60 members. Bodgery will provide supplies when item determined and list provided.
- c. Action item for this meeting: Discuss area mixers or demo days at Area Captain's meeting.
 - i. People responsible: Grant
 - ii. **Report: Has this been done?**
 1. It is on the agenda for the September 12 Area Captain's meeting.
 - iii. Next action: Discuss at the meeting.

13. Update: Bodgery Hackathon (10 minutes)

- a. The board needs to identify a date between Thanksgiving and Christmas in which to hold a Bodgery Hackathon.
- b. Action items for this meeting: Start #hackathon channel on Slack to gather people to participate.

- i. People responsible: Grant
- ii. **Report: Has this been done?**
 - 1. Yes.
- iii. **Next action:** Grant will do another round of recruiting before the September meeting and talk to Caroline about the process of setting up for a hackathon.
 - 1. If December doesn't work, consider date in January.

14. Update: Schedule a 3rd-party review of Bodgery's finances (10 minutes)

- a. Action item for this meeting: Ken will check with CPAs locally about performing a review
 - i. People responsible: Ken
 - ii. **Report: Has this been done?**
 - 1. Yes. Ken discovered that accounting firms want a lot of money to do a review of our books. Current recommendation is to arrange for an internal review done by members (see New Business)
 - iii. Next action: None; proceed with internal review listed in New Business.
- b. Action item for this meeting: Grant will check with the UW business school about professors or graduate students who can perform a review.
 - i. People responsible: Grant
 - ii. **Report: Has this been done?**
 - 1. Both MATC and UW Business school declined to take part in a review.
 - iii. Next action: none.
 - 1. Numbers for Non-Profits (NfNP) - once CPA back from vacation, he is willing to work with us. Pricing reasonable \$125/hr, estimate 3-4 hrs total.
 - 2. Galen and Tracy interested in reviewing the books. John offers to help. Sean wants to show them what he does, etc and then meeting with NfNP.
 - 3. How many years are they going to review. Records on Xero go back to 2015/6.
 - 4. With growth, consider hiring NfNP in the future

15. Mission statement, goals, and long-term vision (5 minutes)

- a. Grant brought up the following questions last meeting for contemplation.
 - i. What is the Bodgery? Why are we here, and what are we doing?
 - 1. James - Making tangible items, that he could be proud of and show people. Wanted to share with other people how good it feels to make things. Outreach, teaching
 - 2. Sylvia - Social aspect and community
 - 3. Grant - Third space (home, work, and that third space - bar, church, community center).
 - 4. Guy - having access to space and tools to make what he wants.
 - ii. What are our 3 most important goals in the next year?

1. Cassie - Community outreach and setting up classes that don't require pay, targeting low-income communities.
 - iii. What are our 3 most important goals in the next 5 years?
 - iv. What are our 3 most important goals in the next 20 years?
- b. Let's discuss the first question and work on a draft mission statement.
- c. Next action: write a mission statement
 - i. More Making in Madison (John's)
 - ii. Grant to solicit input from membership on what has already been discussed.
 - iii. Comments cards, suggestion cards

The mission of the bodgery is to provide a way for the community to come together to make tangible items, learn a new skill, and to foster a sense of community. - Sylvia suggestion

New business

1. Sewing machine repair

- a. In July, Dawn requested that we contact the sewing machine repair shop in Janesville to come look at industrial sewing machine.
- b. People responsible: Dawn to provide details to James, James to contact
- c. **Report: Has this been done?** - James sent email to Cody, waiting for a reply.
 - i. Post meeting - James spoke with Cody, rates explained, discussion in Slack about which option to take ongoing.

2. Insurance funding

- a. Information: We had been expecting a bill of \$2160, for which we were saving \$180 a month. Instead the bill was \$3770 (+\$1600) because we added ~70 members since last time. Growth is always an uncertainty but has been (mostly) linear, so a safe bet is that we add another 70 members by the next time an insurance payment is due. I.e., the total next year might be \$5430 which means we should set aside \$452 per month.
- b. Action Item for this meeting: Vote to increase insurance budgeting to \$450 per month. Should we eval membership numbers each 6 months and increase then. Makes Sean's life harder.
 - i. Will increase budget
- c. D&O - Luke was looking into this with other policies. Discuss once alt policy rates obtained.

3. Member-led review process

- a. Sean put together a list of Informal financial review considerations for us given that a formal review by a CPA firm would cost \$LOTS at a time when we're trying to save money for a move.
- b. Action item for this meeting: review https://docs.google.com/document/d/1YTtGhJ0a07di4C6feE-xKU7v_RUKi_rEzhdWhRMIh7Y/edit?usp=sharing and identify 2 members who would be a good fit for this process.

4. Payment boxes

- a. Sean has not adjusted any procedure to monitor cash payment boxes. Please advise or carry on. If you want these emptied, tell Sean. Noted this isn't Sean's job, area captains should be doing this.
- b. Guy would like a box for Blacksmithing verses sharing one with Metalwork.
- c. Ken would like 3D printing split from vinyl cutting.

5. Treasurer hours

- a. Sean can usually respond to reimbursement requests within a few hours during the work week, but please allow 24 hours in case he's busy, possibly 48 on weekends.

6. Parking Permits

- a. There are a lot of expired parking permits around the shop, and most of them never got signed by a board member.
- b. Grant wants to streamline the process. Whiteboard calendar (Post one portion on the project, and one on the calendar) and cork board (shop announcements). Set up by September board meeting. Effective Sept 30, all parking permits expire and you

must do a new one - use new form. John - improve current process - dedicated space in the new shop so these can be found easily

- c. James - white board - date due on the board, can see expired quickly.
- d. Sylvia- Area captain involvement to check for expired permits.
- e. Guy - materials absorbed by shop once expired.

Meeting adjourned at: 2126