

# Twin Cities Maker Meeting Minutes

February 21, 2012 at Hack Factory, Minneapolis, Minnesota

## Attendees

Attendees: Wayne, Dave, Brandon, Bob, Michael, Jude, Chris, John S. (Riley excused, Karin absent)

## Scribe

Bob Poate

## Agenda

- Old Business
  - Reading of the previous meeting minutes
  - Weapons Policy update from Attorneys
  - Potential PR Minion - Riley
  - 501 (c) 3 update - David
  - Budget Meeting discussion
  - Consumables policy - Karin and John S.
  - Updated Equipment Form - John S.
  - Maker Faire Update
  - Member General Meeting and elections for 2012
  - Lease - should be voted on next month.
- New Business
  - Replacement for John S.
  - Upcoming events - Karin
  - Make Day at Science Museum
  - Family rate for membership? - Bob

- Establishing a Member Appreciation Day and decide on what we can do for that day - Wayne
- Establishing a Member Open Forum Day, or similar
- Report on Art Crawl Follow up with Seward Neighborhood Group - Jude and Wayne
- Task someone with taking care of reminder notices for calendar events
- Rename "catch all" mail group to what it is, the Board of Directors - Wayne
- Task someone with info and twincitiesmaker mailbox maintenance. It will set up some mail sorting and deletion rules - Wayne
- D&O Insurance

## Old Business

- Reviewed previous months' minutes.
- Weapons' policy. Bob (Attorney) is conferring with another lawyer. Will not having a policy exclude us from grants and such? Michael will look into it more.
- Task list for students - list is in Google docs.
- Potential PR Minion - Riley unavailable. Jude - Andy's girlfriend does PR, sounds very interested in doing PR for TCM.
- 501 (c) 3. Form is in the mail. Thanks to all who helped: TCM, Becca, Tony, Cally from Springboard for the Arts, and the legal team at the law firm. Michael will send out thank you notes.
- Budget meeting. Schedule over email. Tony is out of town, and should be involved. Possibly on the 28th at 7:00 (also Women's Night).
- Consumables policy. No movement. John hasn't talked to Karin for awhile. Do we want to charge for time and consumables, or just consumables? We can begin to track classes and consumables to calculate costs. Much discussion. Members could pay for endorsements on the passport to cover the use of materials. Could have 2 levels of endorsement, low and high. Or could pay per use; could use a timer on the machine to pay for minutes, could use RFID tags, but these solutions are complicated and expensive. This subject might be best for the budget meeting.
- Updated Equipment Form - equipment inventory and new equipment coming in. John has put on the wiki and the blog that all new equipment needs to come

through him, but it really never does. After the clean up (March 31), have 2 or 3 people stickerize equipment. Department heads are in charge of determining what needs to be stickered (for insurance purposes). We don't need to track small ticket items.

- Mini Maker Faire Update, AKA Minne Faire Update. O'Reilly has been recently concerned about possible trademark infringement. They had okayed our use of (Minne or Mini) Maker Faire the first two years TCM had a fair, but they now have concerns. We are the first continuing non-MAKE maker fair that they have had to deal with, so they are trying to determine how to handle this sort of thing.
  - Major demands were pre-screening of sponsorship - may not be a problem, although it could turn out to be. Wanted list of exhibitors. Did not want us to use our current art, and wanted their color scheme, branding, website. TCM would lose all rights to the event, and we would be running their event at our expense
  - TCM has given O'Reilly 5 options, including: we would not brand with them and change our events' name (such as simply Minne Faire); we could cancel the event; or we would brand with them (change our poster artwork to coincide with official Maker Faire colors, art, typography and style, etc.).
  - TCM has come to an understanding with O'Reilly. We currently have a verbal agreement and will have a written agreement shortly, for this year at least. Next year will be revisited in the future. TCM is currently okayed to use "Maker Faire" verbiage. Slight textural detail that needs to be changed on poster art. We will receive marketing on their website, a couple of bumps on the main mag, etc.
  - Some things have been delayed while these details have been worked out (e.g. press release and press packet). Posters and stickers are being billed to the event. The prep for Minne Maker Faire is important for letter going out, including rules for general cleanup (March 31). To prepare for cleanup, stuff needs to be tagged with a current 60 day parking ticket, or people will have to determine whether things will be scrapped or not. This letter should be sent to all members.
- General Member Meeting and Elections. Members need to be paid up by midnight on March 1st if they are to vote. Wayne, Brandon and Michael are up for Board of Directors. Officers elected by the Board. Board positions end in June. Dave will post info for annual meeting. Have to have candidates names in by midnight of March 7. Send nominations to [secretary@tcmaker.org](mailto:secretary@tcmaker.org). March 13 is the date for finalizing the agenda. March 16 is when the meeting agenda and announcement must go out. General Member Meeting and Elections are on March 31. New hours for clean up is 10 AM - 3 PM, break from 3 PM - 5 PM, informal open member meeting and potluck at 5 PM, and General Meeting and

Elections are at 6.

## **New Business**

- Replacement for John S., Shop Manager. John has talked to Jeff (Rigger) and Chris O. (if he were to leave the Wood Department).
- Upcoming events - Karin not able to be at meeting.
- Make Day at Science Museum of Minnesota - Michael hasn't heard back yet from the museum, not even the date.
- Family membership rate. Discussed. If both members live at same address, they could have 1 membership where one member signs up and both sign the waiver and they get one key fob, as either both members will be at the shop or they can trade off on key fob usage. This would be for a single membership for one adult who would share their membership with significant other or adult child. The 2nd person would be qualified as a guest or secondary membership and there would be only 1 vote for the household. Michael will check with lawyer to come up with exact phrasing and find out which waiver the guest needs to sign, guest or member. Tentatively adding Family Membership pending lawyer review. "Household Guest." More discussion; they can also purchase a 2nd key if they desire so both members can access the Hack Factory whenever they want. The main member must identify a specific Guest, and they are responsible for any actions of their Guest. Also discussed 16 - 18 year old membership.
- Member Appreciation Day for people who pay memberships. Potluck after March cleanup. Also may be able to get vegan chef who catered an HMMM meeting to come in for June cleanup. He says his food also goes well with sausage, for those who like meat. Member Appreciation Day will be tied in with Quarterly Cleanups. Work on logistics for June Member Appreciation Day in May.
- Establish a Member Open Forum. This will be happening before Annual Meeting.
- Seward Art Crawl report. Wayne & Jude went to meeting, promoted Minne Faire. There is a possible change in Art Crawl time. Seward is looking for promotional ideas for the event, possibly a passport or bingo game people need to get stamped to get people to see more things. They may want some of our help to make some of these pieces since we make things (such as create some flags to indicate Art Crawl locations). They were appreciative of what we've done, talked what we could do for them and what they could do for us. Seward garage sale is also coming up very soon (around Minne Faire). This years' Art Crawl will be November 30 - December 2nd, they're probably killing Friday so it would be just Saturday and Sunday. Jude shared that with them that we were very pleased, and that they both saw a lot of the things.

- Last 3 subjects are administrative and can be handled offline.
- Brandon is done processing memberships. Needs a treasury minion or assistant. Jude suggested that there be a processing committee, 5 or so people. Brandon can't be the only one to give out keys, etc. Staff members (managers) will be trained in on how to do member intake.
- Approving D & O (Directors and Officers) Insurance. \$700 per annum. Pros are it protects the group and individual who serve as officers and board members. Cons are it costs \$700. D & O insurance is standard for organizations. Voted, agreed to do.

## **Next Meeting**

- March 13

## **Next Meeting Agenda Items**

- To be determined.

## **Adjournment**

- The meeting adjourned.