Twin Cities Maker Meeting Minutes

August 10, 2011 at Hack Factory, Minneapolis, Minnesota

Attendees

Attendees: Karin, Riley, Wayne, Dave, Brandon, Bob, Michael

Scribe

Bob Poate

Agenda

- Old Business
  - Reading of the previous meeting minutes
  - Policy follow-up - from July
  - Consumables policy and procedures follow-up - from July - John S..
  - PR Committee follow-up - from July - Riley & Michael.
  - Training (weekly and monthly) for tools (camera issue) follow-up from July - Karin & John
  - Private Kickstarter - John S.
  - 501 (c) 3 status, and Treasurer's Report from July
  - Documents to review - Brandon.
- New Business
  - Discuss moving away from Springboard now and signing on with School Factory - Karin
  - Springboard for the Arts
  - Upcoming events - Karin
  - Adopt documentation from I3 - Karin
  - Development of promotional material, signage and booth to be used at faires and other community events - Karin & Riley
  - Road case with materials for events - Brandon
  - Discuss budget and formations of department budgets - Karin

- Creation of department heads - Karin
- Communications Director - Brandon
- Marketing/PR Minion/Volunteer - Michael
- Implementation of David's key fob/identification technology - Karin
- Policy and procedures involving 1 or more members being unexcellent to one another
- Damage to tools
- Class fee schedule - make policy official - Brandon
- Sponsorship policy - Brandon

Old Business

- Distributed Meeting Minutes from July. Approved last month's minutes without reading aloud. Looked over current month's agenda.
- John S. is working on policy and making progress. Further update in September..
- Public Relations. Cheryl from Frattalone is interesting in assisting us with PR. Interested in doing management of Facebook and Twitter. May give her half a membership for her services. Michael and Riley will follow up with her once the actual job details are ironed out. They will talk with her and give update next month.
- Training. Proposed to make training mandatory as much as possible. Members must attend 1/2 hour class before they can get their key fob. Instructor (John S.) will have class every Wednesday at 8.
- Camera installation discussed. Shelved until September.
- Private Kickstarter for TC Maker or any hacker space discussed, along with alternatives. Can already give money through Give MN, and it's tax deductible. I3 Detroit used Kickstarter for some projects. TCM has tried to use Kickstarter, but hasn't been approved. Kickstater also has some fees involved. Motioned to be discussed after meeting. Michael, John and Chris will look into it further.
- Treasurer's report. Full report not currently available. There is currently ~ $1,000 liquid not tied to something. There is currently ~ $3,900 in account, but a lot is held in reserve: rent, internet, critical items, etc. Tried to determine currently paid members, but there were internet problems. Complete current numbers were available after the meeting. There are currently 60 active members and 24 late members including half the board. Eight of those have talked to Brandon before the meeting and payment is coming.
- 501 (c) 3 update. Need another meeting with attorney. Dave will be available next week,

Brandon will be available by phone.

New Business

- Springboard and School Factory. Waiting to hear School Factory's response to emailed questions; contact is currently in Russia. Have heard from 2 of Springboard's contacts, but neither could make the meeting tonight. They've reviewed School Factory's documentation, but 10% fee is a concern. Also, fiscal sponsor has to be in same state (School Factory is in Wisconsin) to get full advantage.

- Upcoming events.

  - Dumpsters event on Saturday. Lots of scrapping out and cleaning of shop of Saturday. Lots of scrap wood. Could hold bonfire. Brandon will be checking on price of extra dumpster.

  - Clothesline racer is rescheduled for September 17 following Garage Sale.

  - Garage Sale is September 17, the same day as King's Fair. Steffin coordinated.

  - Women's Night will be the last Tuesday of every month. Social period from 6 - 7 and activities from 7 - 9. Theme nights focusing on different areas. No men in cordoned-off area, but as long as men aren't in the way, that's probably okay (Karin's opinion). There will be no charge, it's a different type of open house (like Wednesdays). No tool use for non-members, although something like selling 5 hour passes (like 48 hour passes) was discussed.

  - Brandon asked if people had reviewed the event form he'd sent out. Conversation was taken offline.

  - Swap-O-Rama Rama September 11. Publicity is about to go out. There are about 4 people helping out with this. Need use of any working sewing machines for the event.

  - King's Fair September 17. Wayne's been to 2 meetings with organizers. They want to give us some space to show off our projects. We can't be very loud there. Organizers are thinking about arranging Nice Ride bikes to shuttle people over to shop; park is about 4 blocks away from shop.

- Riley proposed that in interest of time, we cover a lot of the agenda items offline over email and he will post updates in interest of transparency. Agreed.

- Creation of Department Heads, and Consumables. John S. and Karin have been discussing this at length and gave thoughts and plan to board. Covered "What are consumables?", "Who is responsible for consumables?", and Budgeting. Definition of consumables brought some debate (Glue? Nails? Nail gun nails? Sandpaper? Saw blades? etc.) For usage, there are 3 levels of consumables to be considered at the Hack Factory.

    - 1. TCM Property - TC Maker needs to pay for consumables

    - 2. Tools on long term loan - TC Maker needs to pay for some consumables.
    - 3. Personal property with limited or no access - TC Maker won't pay for consumables.
  - Department Heads. It was discussed and recommended that there be a Shop Manager, and 3 Department Heads that would report to the Shop Manager. The 3 departments would be Woodworking and CNC; Metalwork, Machining and Welding; and Common - Common Areas, Art and Electronics. Department Heads would be responsible for cleanliness, conduct of space, and what goes in and out of it. They will be hired by the board upon recommendation of the members. Rules of the department are up to them, but they will be held up to a standard. They'll get a free membership, but can be fired by the board if things don't work out. There will be a weekly pow-wow with the department heads, but separate from the weekly meeting. They will need to be at shop 1 or 2 days a week to make sure cleaning gets done, though they don't need to do it themselves.
  - Each department will have separate budgets. Department Heads will be issued prepaid credit cards to cover consumables costs. It will be determined later if the Shop Manager will be taking care of all their budgets, or if they will be individually responsible. Brandon noted that he doesn't want to be the only person in charge of budgeting.
  - Endorsements card. David proposed an endorsement card, that would have the member's picture, name and would have endorsements to use 3 areas: Wood, Metal, Electronics. Members would be purchasing into consumables budget that can't be directly related to projects: glue, air filters, etc. Department Heads will work with John S. and Brandon to work on budget.
  - Supplies proposal. It was also proposed that the vending machine also be stocked with supplies (sandpaper, Arduinos, solder, etc.) so members could easily get supplies. Also proposed that Department Heads could purchase some materials (plywood, wood stock, etc.) that could be locked up someplace and sold to members upon request.
  - Michael motioned that Board re-ratify that John S. is Shop Manager and that he can speak to potential (acting or temporary) Department Heads. Brandon moved that at September meeting we approve permanent Managers: Metal, Wood, Everything/Common, and Shop Supervisor.
  - Approval of Department Heads was proposed and passed. Members will be approached to be Temporary Department Heads to facilitate Saturday's cleaning day, and the general membership will be asked to suggest permanent Department Heads to be approved at the September meeting.
- Damage to tools, theft of I-beams from neighbors. Significant unexcellent behavior. Front gate was left unlocked. (Neighbors gates usually unlocked as well, and they tried to auction off beams several weeks ago which may have attracted thieves attention.) Brandon suggested changes to lock process and remind members to lock gate. Department Heads will monitor issues. If unexcellant behavior continues, discussion of installation of cameras will restart.

Brandon wants to see how things are in a month.

- New Membership Agreement. Agreed to be awesome.
- Parking Permits. Similar to I3 Detroit's process. If members bring in large projects, they need to get "parking permit" from area manager to take up floor space. Permit would list owner, expiration date, etc. Unmarked projects Department Head can give project a "parking ticket." Projects with parking tickets will eventually be moved and scrapped unless claimed by owner. Permanent Department Heads can iron out details. Action item for permanent heads.
- Peer mediation for interpersonal conflicts. 3 - 5 individuals (preferably not Board) can help mediate conflicts. There could be 5 people on the team, 3 of whom can be involved in a particular conflict. Members will be asked to nominate members. Riley will draft an email for communication.
- Brandon discussed emails, opting out, calendar meetings, official communications, and electronic consent.

Next Meeting

- September 14

Next Meeting Agenda Items

- To be determined.

Adjournment

- The meeting adjourned.