



Annual General Meeting Minutes

22 December 2020

18:00

I. Called To Order Time:

18:15

II. In Attendance:

Nicholas Adams, Sue Adams, Jyelle Vogel, Darren Brocklehurst, Sherry Brocklehurst Courtenay Watson, Kyle Rankin, Bruce Martin, David Holley, Beth Scott, Torren Manson, Jake Sternig, Olivia McKay

IV. Approval of Minutes 07 December 2020

Passed

V. Reports

1. Chair

Like all organizations Kamloops Makerspace has seen considerable challenges with Covid 19. However, Makers are a persevering bunch and 2020 was a productive year. The Makerspace was closed for a few months, during this time our Covid 19 response was developed. With the support of the Royal Inland Hospital Foundation and material from the Ministry of Forests, Lands and Natural Resources Kamloops Makerspace developed and distributed over six thousand face shields. We were even able to send some to every province and even a couple of states.

In late 2019 Kamloops Makerspace won an opportunity to work with Purppl, *People Doing Purposeful Things*. They are a social enterprise incubator. With support from the City of Kamloops and community partners, this allowed us to be part of their accelerator program for a reduced cost of \$1500. The first 3 months allowed the board to identify our values and key objectives. We also developed a matrix to help guide future decision making and goal setting for our organization. With the onset of Covid Purple was integral to the development of our Covid response. Their entrepreneurs in residence met with us weekly to help address our supply chain, distribution, management and personnel challenges of this program.

Working with Purppl we have recognised this as our vision statement.

We empower people who need access to resources and mentorship to gain creative confidence through making.

The end of 2019 Kamloops Makerspace received a grant from the City of Kamloops to develop our laptops for learning program. This is a set of laptops to be used by instructors teaching computer based skills. In the past instructors spent more time installing software on students laptops then actually teaching. Now focus can be on developing skills. This resource is available to organizations with similar goals and values to Kamloops Makerspace. Thanks to the generosity of an anonymous corporate donor we have acquired 10 quality laptops. This allowed us to use our funds for software, a case and peripherals. Due to the generosity of vendors we came significantly under budget. Upon consultation with the City regarding the remaining funds they have allowed the purchase of audio and video recording gear to develop digital resources as a response to Covid. Policy is currently being developed around the use of the laptops and this equipment.

2020 has also seen significant improvement to our wonderful building. The facelift to the front of the building and completion of the West Victoria improvement project have made a huge difference in the curb appeal of the Makerspace. The stairs to the woodshop at the rear of the building have been replaced allowing much safer entry and exit. With the closure of the space, we retained a caretaker to assure the building was well cared for and Kamloops Makerspace was best prepared for reopening. Thank you to Mike Savage for all his hard work, The space has never been more clean and organized.

Community support has never been better, it is hard to thank everyone who has made a huge difference for us this year. Special thanks to Roxanna Ferguson for sponsoring five family memberships, this allows people who will benefit greatly from the space but cannot afford it access. The beneficiaries of this have been a great asset to our community. Another huge thank you to Exceed Electrical for their incredible contribution. \$3000 dollars and a huge assortment of brand new tools. This includes a compound miter saw, band saw, two drill and impact sets as well as bit sets. It was a moment I will treasure working with the TRU work experience program assembling and setting up these tools.

Another great program we participated in this year was the TRU work experience program. Participants gained knowledge they will be able to use in their future careers. This included some maintenance and improvements to the space.

We were also able to partner with the Kamloops Arts Council to hire Kyle Rankin under the BC youth cohort program to develop and produce Covid solutions for a variety of community organizations. This program is coming to an end but has been a great asset to both organizations.

One weakness we have noticed in the last year was communications. The fast paced nature of a quickly changing situation this year paired with the limitations of a volunteer organization led to an information vacuum. This led to contradictory and inappropriate communications outside of the elected board that compounded our communications problem. It is my recommendation that stronger policy be developed around these issues. Communication will have to be a main focus of the 2021 board going forward.

One major leap forward on the communications front is the implementation of our new technology system Club Express. This is a suite of tools that allows us to:

- Track memberships
- Take payments including room donations and memberships
- Do billing
- Showcase sponsors
- Do mass email such as notices and our new monthly newsletter
- Develop an accessible information repository
- Maintain a community forum for information sharing
- Book room space during Covid restrictions
- Maintain a calendar of Makerspace events.

This platform is being constantly upgraded, please keep checking in for updates.

This has been a tumultuous year for all of us and I would like to thank all our members and supporters for all their contributions. The resilience and positivity of this group has been a true inspiration.

2. Treasurer

Kamloops Makerspace presently has 71 members for the month of December, 2020, which is a very strong showing to end the year. On average (and during a COVID year when we were closed down for months at a time!) we had 35.5 members. The membership this year enabled the makerspace to pay the rent.

The financials were presented to the board, and a summary was given during the meeting of the following:

Two years ago the Makerspace was struggling. When the slated board came in, the Makerspace was running at a loss of \$3950 for the year, and due to an error the bank was overdrawn by \$5000. Since then the Kamloops Makerspace has worked extremely hard to become financially stable. Over and above all the investments, improvements, and equipment put back into the space, we are able to report at this time that we presently have revenue of \$56402, cost of goods of \$8600, expenses of \$43,460 and a very healthy bottom line profit of \$4350. The Makerspace should be extremely proud of where it has come over the last two years. The bank balance at the time of the AGM is \$12,000. Most of this money has been earmarked for programs and improvements.

Through the generous support of the City of Kamloops Social Planning Grant and an anonymous donor, we have some amazing educational and training tools to stabilize membership going forward, which could be the key to 2021 successes.

Specific to Covid, the revenue the Kamloops Makerspace received with the support and assistance of the Royal Inland Hospital Foundation and other community support with the PPE Projects was \$16380. The direct expenses were \$7605, leaving us with \$8775.47 generated by this. On top of that, the community awareness created is immeasurable. We still have product with an approximate value of \$2500 on hand to continue this work.

It is very important to note that investments we made into consumables has not paid off and we are still very much behind in a few rooms that we invested in. It is up to the room coordinator and each member to ensure this is a success.

One example of continued successes through challenge is the Clay space. It had run at a deficit for a very long time. With the room coordination, the glaze donation program, and some very important inventory measurement tools put in place the clayspace has started to ensure successes. It is still running at a deficit, but at the end of this year that is only due to a recent purchase of clay. Olivia has worked extremely hard to monitor and improve the clayspace recently securing some incredible tools and facilitating the purchase of a kiln.

Sue will work with Jyelle to give her the tools for her successes going into the new year, as well as assist her in the year end financials. She and the board have been provided with all the information they need to take over at this time.

VI. Social Media Policy

Adopted as presented with all in favor

VII. Chair Election

1.Nominations

Nicholas Adams

2.Election

By acclamation, all in favor

VIII. Chair Election

1.Nominations

Jyelle Vogel
Darren Brocklehurst
Courtenay Watson
Kyle Rankin
Olivia McKay

2.Election

By electronic vote
Jyelle Vogel
Courtenay Watson
Kyle Rankin
Olivia McKay

IX. Adjourned Time

20:30 Board meeting to follow (see appendix)



**Annual General Meeting
Supplement Board Meeting**
22 December 2020
20:30

I. Called To Order Time:
20:30

II. In Attendance:
Nicholas Adams, Jyelle Vogel, Courtenay Watson, Kyle Rankin, Olivia McKay

III. Election Of Treasurer

1.Nominations
Jyelle Vogel

2.Election
By acclamation, all in favor

IV. Election Of Secretary

1.Nominations
Courtenay Watson

2.Election
By acclamation, all in favor

V. Assignment of Signers

Jyelle Vogel, Olivia McKay, Kyle Rankin
All in Favor

VI. Adjourned Time
21:00