

Call to Order time:

6:05pm

In Attendance:

Dave, Beth, Kyle, Sue, Garrett, Jyelle, Olivia, Courtenay, Jacob

Notes: Jacob joined around 7pm. Sue left around 7pm.

Approval of Agenda/New Items

Approved

Approval of Minutes 7 December 2020

Pending finding them. Also approve AGM minutes.

Action items:

1. Courtenay - find Dec 7 meeting minutes
2. General - Approve Dec 7 and AGM minutes at Feb meeting

Reports

Chair

Absent, no report.

Treasurer

- Jyelle - The space financials are in good shape for the next month. Jyelle doesn't have the official number of members, but believes we're well over 40 (around 50?). We'll work on getting a report from ClubExpress. Some routine upcoming bills this week will be taken care of by Jyelle.
- Reminder that consumables (clayspace glazes, woodshop tools and parts, design lab ink + vinyl) need to be donated/paid for!

Discussion of ideas to make it easier for people to donate when appropriate:

- Etransfer, website, cash — Website lets you do it website-direct as well.

- Dave - Can we spray paint them with bright green paint so they're more visible? Garrett - Go for it!
- Olivia - clayspace donation box has lights around it, which helps bring attention to it too!
- Sue - Ensuring the rooms have the same information in the same layout as in the clayspace - Olivia has done a great job on this.

Action Items:

1. Olivia - reach out to Shannon to get a digital version of the document. (complete at time of writing up minutes! Alas, Shannon doesn't have a digital version.)
2. Dave - Paint the boxes BRIGHTER.

Old Business

Introduce new board

Brief introductions were performed before starting the meeting while waiting for others to arrive. Garret is the only attendee who wasn't at the AGM, so we proceeded. Kyle did share an update on a minor "happening" with someone engaging in a cooking fire on makerspace property. Kyle reported nothing was damaged.

New Business

Keeping Makerspace clean (aka filling the void that Mike left)

This turned into the entire meeting's discussion, as we touched on general cleanliness, introducing new members to the culture and requirements of being part of the space, and COVID safety.

We began by discussing general concerns around the cleanliness of the floors and removal of garbage and recycling, but that quickly moved into a discussion of more critical safety matters.

Highlights:

- Need a regular cleaning protocol for floors in winter months
 - how do we address it without maker Monday and with covid?
 - Brainstorming - no current tracking method for what gets done. We can SEE the floor but can't see other stuff we need to be cleaning.
- Dave - vacuum is in a bin in the hackroom - why? No one knows.
- Concerned about compliance with covid safety plan (cleaning, mask wearing)
 - Sue - There is a chart by the door that gives everyone 5 minutes of tasks to do when they leave. Is it still there?
 - Sue - We do have good policies but we've slacked off and need to GET ON IT.
 - Garret - Communication is a gap - Forum, email, .. not everyone gets the communications.

- Beth - Culture has shifted without community get-togethers to educate new members on the culture and rules, enforce cleaning policies etc.
- Courtenay - Can we use club express to “assign” communications/video to individuals to ensure they get the information?
- Beth - hallway communication isn’t a thing anymore and leaves gaps in enforcing culture and showing people the ropes.
- Garrett - hallway communication has it’s challenges. We need something more formal to ensure everyone gets the info they need.
- Kyle - Makerspace 101 training was brought up as something we’re working on.
- Olivia - Clayspace has sign-in and out (was it clean when you arrived and when you left), but this might not be scalable to the rest of the space. Paper might be more accessible as a way to do this than the online system.
- Solution brainstorming:
 - Olivia - A dialed back Maker Monday. On Mondays, 1-2 people per space(s) or similar (i.e. bathrooms, floors, hackspace, mud room, clayspace etc..) clean with social distancing in place. Or, 1-2 people commit to cleaning a specific space or similar on a specific day of the week. This can also include dump runs and doing garbage/recycling
 - Kyle - Darcy is willing to help out too.
 - Dave - ask and it will happen. Are sanitizing supplies stocked? Who can take stock? Sue took the lead on the first shutdown but we may need to restock.
 - Can we just buy what we need? Jyelle figures we can.
 - Dave - will take stock of what he can find there. Be careful using bleach based disinfectant on plastics (sawstop). Isopropyl Alcohol is a good solution.
 - We need to go shopping. If we can find a good supply, just grab it and we can reimburse via etransfer. Courtenay will help Dave get it done this weekend. Hand sanitizer, paper towel for the dispensers, disinfectant, wipes/rags for disinfectant
 - We had a paper towel donation recurring. Can we get it back? Darren - Olivia can reach him to find out (complete as of writing minutes. Darren’s source had been put out of business due to COVID).
 - Safety 101 courses for laser and woodshop
 - Garret - doing something fast now then do something thorough later > doing it well from the start. (in reference to an informal video reminder to clean up at the space)
 - Who has the video file? Hackroom computer. Jyelle and Kyle will work together to try and get it done this weekend!
- Low on key fobs.
- Wrapping up - We aren’t going to get to the other agenda items.
- Forum:
 - fill out your bio, use the forum, create some high quality content on the forum!
 - Use Social Media as a megaphone to get the message out, but keep the conversations to the forum
 - It takes work but let’s do it.
- Everyone at the meeting will post something on the forum this week!

- Share your forum posts ON Facebook rather than POSTING on Facebook
- make forum posts for each of the unaddressed topics - Courtenay

Action Items:

1. Everyone at the meeting - Make at least one forum post this week!
2. Courtenay - Make forum posts for remaining meeting topics
3. Courtenay/Dave - Inventory and purchase needed cleaning supplies THIS weekend
4. Jyelle / Kyle - Get the video of the laser 101 course onto the web.
5. Olivia - Reach out to Darren about possibility of paper towel donations.
6. Kyle - Order keyfobs.

Unaddressed Items (grouped by Courtenay):

- Building maintenance/cleaning:
 - exterior building lighting
 - the kitchen
 - garbage/recycling
 - the fridge
 - the potential for the front door to eventually be used instead
 - Material storage in the makerspace.
 - trying to clean up excess material and remove abandoned project in the workshops, namely woodshop
 - Kits for each room
- Events:
 - Classes
 - Hack night
 - Kids camps
- Society / Admin:
 - Direction of board... Boards vision for the 2021.. with and without covid
 - Membership dues -- ClubExpress may be inconsistent with reality
 - makerspace/mustard seed relations
 - Diversity
 - education of makerspace rules and tool safety

Adjournment

7:15pm

Board Meeting

Call to Order time:

7:20pm

In Attendance:

Kyle, Jyelle, Olivia, Courtenay

Approval of Agenda/New Items

Discussed abbreviated agenda due to extensive discussion at member's meeting. Agreed to proceed with just 3 urgent items.

New Business

Kiln:

Discussed kiln contract and next steps. Agreed unanimously that acquiring the kiln long term for the space is the goal.

Action items:

1. Olivia will work to acquire the kiln if possible.
2. Jyelle will confirm financial feasibility as soon as possible.

Diversity:

The "woman centered" areas of the space are generally neglected as a whole. Agreed unanimously that this is something we want to address.

Action items:

1. Kyle - Discovery into the state of sewing machines and membership who may be able to fix them.
2. Olivia - Wish list on the forum for clayspace and craftorium.
3. General - We will dedicate a higher % of any funds to these neglected spaces this year vs the other spaces, to bring them up to "par".

Boiler:

The boiler needs a simple part repaired.

Action Items:

1. Kyle - Acquire and install the part (under \$100) and submit for reimbursement.

jyelle shared story of kiln discussioin with Kathleen and why it was spur of the moment

Olivia expressed disappointment and sadness on how this was handled

Courtenay validated this

We DO want this kiln. We've done work to get it where it needs to be. Let's figure out how to buy it.

What is the agreed purchase price? Jyelle - mostly in the dark but knows we want to buy it!

Maybe \$1700? Under 2000. What her other offers are, we don't know.

Olivia feels she can reach out to Kathleen about the kiln.

Diversity - Craftorium and clayspace get neglected by the space as a whole.

What is the state of the machines in the craftorium? Do we have members who can fix them?

Slab roller for the clayspace - \$100-1000

Let's start a wishlist post for the clayspace and maybe the craftorium

Let's put a higher % of our spending toward those spaces that have been neglected over the next year.

Do we send the doc with a signing spot for Kathleen tonight?

Can we afford to write a check for \$1700 tomorrow? If not, when? If so, what is our max \$ amount we CAN offer Kathleen safely?

It's worth over 4000 new, Olivia feels under 2000 is a great deal.

Kyle will buy the part for the boiler as per John Ball's part number on a thumb drive, it will be under \$100.