



Members Meeting Minutes

04 February 2021

18:00

I. Called To Order Time

18:18

II. In Attendance:

Jyelle Vogel, Sue Adams, Mauricio Quintana, Olivia McKay, Brad Gerow, Kyle Rankin, Dave Holley

IV. Approval of Minutes 07 January 2021

Passed

V. Reports

1. Chair

Sorry for my absence at the last meeting, I will keep chair comments brief and cover what I have been working on in the rest of the agenda.

2. Treasurer

VI. Old Business

1. Keeping Makerspace Clean

- Floor cleaning schedule
 - Will be done weekly at minimum
 - Sue will purchase a smaller mop and bucket and do entrance and main thoroughfares a couple times a week before work.
- The vacuum that was in the Hack room Bin has been tested and has been relocated to the Fab Shop
- Makerspace 101 has been filmed to inform members of their responsibilities at the makerspace. Will be added to Club Express learning module when added in the future.
- Forum will be used to fill “hallway communication” gap.
 - Has been effective so far
 - Subjects throughout this meeting were suggested to be added to forum

- Check ins for each room
 - Discussed, may not get buy in. Can pilot a paper sign in sheet in a few shops
 - Has been effective as a communication tool in clay space.
- Dialed back Maker Monday
 - A couple people on volunteer basis
 - Have a hit list: Items such as mopping floors and cleaning bathrooms
 - If most members take part it will be a small commitment
- Inventory signs have been added to each room and supply closet
 - Stocking of cabinet upcoming

2. Educational Videos

- New YouTube account has been created and verified
- Laser 101 has been uploaded
 - Currently still requires an in person test
 - Kyle Rankin doing some currently
- Makerspace 101 has been uploaded
- Club Express Learning module will be added to allow online testing
- Future Videos
 - Versacamm 101
 - Saw Stop 101
 - CNC Router 101
 - Vinyl Cutter 101
 - Dave suggested recording parts of Digital Hack Nights
 - Dave may do a Vector 101 as part of this.

3. Key Fobs

- Have been purchased

4. Forum

- January Activity
 - 27 threads + 98 Posts
 - Most active section is the Lounge
- Sharing posts on Facebook has been successful
 - Share on Instagram
- Let people know forum membership is free
- Post more projects to the forum
- See something that needs to be done, please post it
- Keep up the good work

VII. Carried Forward

1. Building Maintenance / Cleaning

- Exterior building lighting
 - Material list from grant being forwarded to landlord

- Who wants to help with this project
- The kitchen
 - Would be nice to not be the main thoroughfare
- Garbage / recycling
 - “Bring a bag home” will be promoted
 - Some members currently do
 - Forum post to be made about under stairs garbage shed
 - Schedule should be created for garbage removal
- Potential for front door use
 - Most wiring for door is in place
 - John has installed a phone system that can be used for paging
 - Door strikes are in front entrance to be installed
 - Forum discussion about phone system discusses this
 - Paging modules should be purchased
- Material storage
 - Storage Guidelines has been drafted
 - Forum post will be made to discuss
 - Notice of motion issued to pass at next meeting
 - “No Hack” stickers to be added to Clayspace Hall
 - Color coding system will be added to storage areas
 - Red - No Hack
 - Green - Hackable
 - Yellow - Consumables, donation required
- Signage
 - New signage has been added throughout the space
 - New signage coming
 - Please read and follow all signage
- Woodshop Cleanup
 - Major cleanup to rear of woodshop done
 - Storage organized into hackable / no hack
 - Color coding coming
 - New long material shelves built
 - Large project storage added under shelves (1 month maximum)
 - No storage around lathe / Movable equipment
 - Signage coming
 - Rolling bin removed and replaced with blue barrels to make disposal easier
 - Forum post made with list of other projects.
 - Install some type of level indicator on dust collector bin
- Fab Shop Cleanup
 - Major clean up of under main table and back corner done
 - Scrap metal has been removed
 - Garbage in back corner to be removed
 - List of further projects coming to forum

2. Carried to next next members meeting

- Events
 - Classes
 - Hack Night
 - Kids camps
- Society / admin
 - Direction of board - vision for 2021 with / without Covid
 - Board is doing a strategic planning session
 - Membership dues - Club Express may be inconsistent with reality
 - Online payment is preferred to avoid this
 - Diversity
 - Will be addressed in strat plan

VIII. New Business

1. Room Reservations

- Cannot book 2 spaces simultaneously
 - Do we want people doing this?
 - If possible make sure to add a note as to why
 - Will be investigated further
- Un-registering
 - Not possible during session
 - Can be done by unclicking opportunity
 - Current spaces registered available through profile at top right on webpage when logged in

2. Do not operate tags

- Status boards not fully effective
 - Utilise tags on equipment
 - Mauricio to bring in
 - Nicholas to make a holder and signage for rooms to get tags.

3. Woodshop lathe

- Wrong head ?
 - To be investigated

IX. Comments and Announcements

None

X. Adjourned Time

19:18