



Members Meeting Minutes

03 June 2021

6:00

I. Called To Order Time

6:15

II. In Attendance:

Nicholas Adams, Kyle Rankin, Jyelle Vogel, Beth Scott, Dave Holley, Olivia McKay, Sue Adams, Simone Gentry, Mauricio Quintana

IV. Approval of Minutes 06 May 2021

- Nicholas moved
- Olivia seconded
- All in favor (passed)

V. Reports

1. Chair

Nicholas outlined the importance of all members taking part in more menial type tasks at the Makerspace to ensure his capacity is used toward accomplishing administrative Goals. Nicholas is working on a “true cost of membership” campaign to inform members about what membership rates would have to be without the volunteer efforts of every member.

Thank you to Roxanna Ferguson for her sponsorship of 5 family memberships for a year. She donated this last year and has offered to do so again this year. This allows us to offer membership to those in our community who can benefit from the Makerspace and could not otherwise afford to do so.

Nicholas stressed the historically low summer membership rates. This has been exacerbated by COVID and our inability to drive new members through public events. A membership drive with a focus on distributing the workload of onboarding new Members are needed to ensure our fiscal sustainability.

- Olivia noted that some members are doing clean up tasks and efforts are being reproduced.
 - Nicholas apologise for his insinuation that no one else is doing it
 - A tracking system was implemented in the past however the board seems to be missing
 - Nicholas to implement new tracking system
- Simone asked if there was a way to get in touch with members who can mentor on specific tools and skills at the space
 - The website has a directory function to do this. Nicholas to implement

2. Treasurer

Jyelle stated that we are squeaking by and can pay rent and utilities this month, however, we would need to dip into restricted funds to pay the bills next month. Board insurance and repayment of Fortis deferrals have drained funds. Fortis rates have gone up and are a considerable expense.

Low membership is not replenishing funds enough. Accounts receivable for COVID projects and other fundraising efforts coming in to cover the shortfall. 35 single memberships and 15 family memberships are needed to break even every month.

VI. Old Business

1. Keeping Makerspace Clean

- Brooms in Woodshop
 - Nicholas to purchase new brooms and a mop handle by next Monday
 - Dave and Simone to glue handles to heads and label them for each room
- Fab Shop vacuum filter
 - No update
- No sanding in Fabshop sign has been added
- Downstairs bathroom
 - Has had clutter removed
 - Urinal was cleaned and out of order sign added
 - Toilet has been fixed
- There are cleaning rags available in the Kiln Room
 - Dirty rags are to be put in green bin
 - Mop heads can go here as well
 - Simone to arrange washing once a month

2. Educational Videos

- VersaCamm101
 - Vaughn contacted to do (no response)
 - Nicholas to record
- CNC Router 101
 - Hunter and Garret to be contacted
- Simone to get checked out by Kyle as a new Laser 101 Mentor
- 3D Printing 101 has been requested

3. Forum

- May had 11 threads and 53 posts

4. Building Maintenance

- Metal bin removed from Fab shop
 - Moved to Hack room to replace damaged bin
- Fab shop bins have been emptied
 - Lids have been made
 - Need hinges and latch
 - Signage added to all bins
- CNC Mill corner to be indicated as a no storage area
- Storage rails to be added in Laser and Woodshop Halls
- Swamp cooler has been de-winterised
 - See Johns forum post
 - Ensure adequate signage
- Clay trap has been emptied
 - Contents in bin in Kiln room to be disposed of

5. Do not operate tags

- A policy has been drafted
- Holders to be created for each space

6. MudRoom Organization

- Signage has been added to inform members of upcoming changes
- Garbage bin with unknown clay chemicals removed
- No food in bins to be part of MudRoom signage

7. Sublimation Printer

- Has been added to Design Lab
- USB Key is on printer to install software
 - Has to stay in computer
 - Caused computer not to boot

8. Photography Corner

- Has been formalised
- Needs signage
 - Do not leave Items
 - Please post to our forum
- Photo gear and social media phone to be stored here
 - Sign out system and policy to be drafted

9. Participation and Communication

- Nicholas to create “real cost of membership campaign”
- Membership drive
 - Need to focus on onboarding and mentorship
 - Store tables and posters discussed
- Farmers Market Table
 - Has been done in the past
 - Members present were interested in participating
 - Nicholas to contact Greg about getting a table

10. Membership Guideline

- Notice of Motion given 06 May 2021
- Amendment
 - To change language to “full payment”
 - Olivia motioned, Kyle seconded
 - All in favor (amendment passed)
- Nicholas motioned, Kyle seconded
 - All in favor (passed)
- Membership Guideline attached

11. Drying Guideline

- Notice of Motion given 06 May 2021
- Amendment
 - Add “to a nearby conspicuous place or leave a note with location.”
 - Simone Motioned, Olivia Seconded
 - All in favor (passed)
- Nicholas motioned, Olivia seconded
 - All in favor (passed)
- Drying Guideline attached

12. Corporate Membership Guideline

- Notice of Motion given 06 May 2021
- Nicholas motioned, Kyle Seconded
 - All in favor (passed)
- Simone added that this will be great for groups like Hi, Society and theater troupes
- Corporate Membership Guideline attached

13. Air Compressor Donation

- To be installed under woodshop stairs
 - Fundraising for shed material started
 - Nicholas to donate cedar siding and shingles
 - Nicholas to ask Grant about electrical requirements
- Compressor is now at the Makerspace

VII. New Business

1. Meetings Guideline

- Nicholas brought forward a Notice of Motion
 - Meetings Guideline draft attached
 - To be voted on at next Members Meeting (TBA)
- AGM amended to indicate 1 months notice

2. Broken Tools Guideline

- Nicholas brought forward a Notice of Motion
 - Broken Tools Guideline draft attached
 - To be voted on at next Members Meeting (TBA)
- Title fixed

3. Electrical Safety Guideline

- Nicholas brought forward a Notice of Motion
 - Broken Tools Guideline draft attached
 - To be voted on at next Members Meeting (TBA)
- Title fixed
- “No exposed wiring, has to be correctly insulated and terminated”

VIII. Comments and Announcements

Dave recommends a general safety guideline covering the removal of safety devices

IX. Adjourned Time

8:27



Membership Guidelines

Membership to the Kamloops Makerspace Society is subject to this Guideline and the society's bylaws. Membership rates are set by the board and are ratified by the membership to be set out in this document.

Currently membership is:

- \$75 per month for an individual
- \$100 per month as a family

A family membership consists of a primary membership, another adult of direct familial relations or partnership and an unlimited number of children under the age of 19.

Membership is tracked using Club Express software. This issues invoices and notices, tracks the date of membership creation and tracks payments. Monthly membership is for the duration of one calendar month from the date of membership. The due date for the next month's membership is on completion of the first term. The preferred method of payment is through Club express. Use of cash, cheque or e-transfer may result in a delay in processing membership payments.

If full payment has not been received after 14 days of the due date, the membership is deemed lapsed. The members key fob may be disabled at this time. If a member requires additional time to make payment they may apply to the board for special dispensation.

After a lapsed membership, the date of membership is established when payment is made again after one calendar month. If made within one month of the due date the membership is calculated from the original date of membership.

The board may give special dispensations for membership at its discretion. This includes modified rates, waiving fees, promotional rates and distributing sponsorship funds. Dispensations are only to be issued in the best interest of the society and its members. Dispensations to individuals are dealt with in camera and kept in strict confidence. Dispensations may be ceased or modified as per board vote. Additional guidelines may govern dispensations.

Corporate or partner memberships may be governed by a separate Guideline.



Drying Guideline

This guideline is to cover the leaving of projects out for the purpose of glue up and drying of paint etc.

Project drying is only to be done only in the following designated areas:

- The Paint Booth
- The table at the rear of the woodshop
- The Classroom (when booked)
- The Craftorium (excluding weeding table)
- The main table in the Fab Shop
- The Clayspace and Kiln Room in designated areas as per additional guidance

When a project is left for the purpose of drying a Drying Tag must be left and filled out completely with the following:

- Name
- Contact information
- Date left
- Time and date when it can be moved

The drying tag must be left in a conspicuous place that ties it with the applicable items. Tags will be stored close to appropriate drying areas.

Members may move dry Items to a safe nearby conspicuous place or leave a note with the location after the "safe to move" day and time if they need to make use of the area for any reason.

Projects are left to dry at the sole risk of the member. Drying items must not interfere unduly with the function of the space they are left in. Members who leave an item drying are responsible for protecting it from disturbance dust etc.

A member should remove their items from the drying area as soon as possible.

Members must not knowingly harm or interfere with drying items and should take reasonable steps to avoid damaging drying items.



Corporate Membership Guideline

Corporate membership to the Kamloops Makerspace Society is subject to this Guideline, the Membership Guideline and the society's bylaws. Membership rates are set by the board and are ratified by the membership to be set out in this document.

Currently membership is:

- \$200 a month (up to 5 Adults)
- \$40 per month for additional members

A corporate membership consists of 5 adult members, who may oversee an unlimited number of minors under the age of 19.

The purpose of accompanying minors is for the purpose of education and care and are subject to requisite insurance.

The board approves corporate memberships at its discretion. This includes modified rates, waiving fees, promotional rates and distributing sponsorship funds. Approval and modifications are only to be issued in the best interest of the society and its members. Corporate memberships are dealt with in camera and kept in confidence unless release is consented to by the member. Corporate memberships may be ceased or modified as per board vote.



Meetings Guideline

This guideline is to maintain consistency of Makerspace meetings. How they are planned, run and reported.

Meeting quorum and other specifics are dealt with in our Bylaws as per the BC Societies Act. These both supersede this guideline, as this document intended to govern the form only of meetings in a simplified format.

Kamloops Makerspace holds three types of official meetings.

- Member Meetings
 - Held monthly
 - For input of all members in good standing
 - Chaired by an assigned board member
 - Board may conduct votes per bylaws
 - Guideline are adopted as per the Guideline on Guidelines
 - Notice of Meeting posted in the Society Information/Meetings section of our Forum
 - Cross posted to Facebook and published in Maker News

- Board Meetings
 - Held Monthly
 - For discussions of the elected Board
 - Board may conduct votes per bylaws
 - Members may be present
 - Members are present in observatory role
 - Input may be solicited by board members
 - Board may go “in camera” to address sensitive issues.
 - Notice of Meeting posted in Board Chat (hidden) section of our Forum

- Annual General Meeting
 - Held annually for membership to elect a Board of Directors
 - Governed by our Bylaws and the BC Society Act
 - Notice of Meeting posted in the Society Information/Meetings section of our Forum
 - Cross posted to Facebook and published in Maker News
 - An email containing a Notice of AGM will go to all members in good standing
 - Additional guidelines may govern this meeting

Notice of meetings will be given at least one week (AGM one month) in advance via a forum post titled with the meeting date and meeting type. This post will include the date, the location (or Zoom link) a proposed agenda, any supporting material and a call for additional Items. Agendas will be posted to the forum using consistent formatting as per the month's previous post.

Minutes of meetings will be taken by a board member assigned to the secretary for the meeting. Minutes will be kept in the format of the template provided in the Board Google Drive. Minutes will be completed within one week of the meeting and posted to the Meeting Minutes section of our Document Library on our website. Files will be named with the title of the meeting and the date of the meeting and saved in a PDF format.

A link to the minutes will be added to the appropriate Notice of Meeting with a call for additions or corrections to the minutes. These minutes will be approved with amendments by vote at the next meeting of this type.



Broken Tools Guideline

This guideline is to address what happens when a tool breaks, how it is reported and repaired.

When a tool is damaged or found to be in non operational condition the following process should be observed.

- Disconnect power (if applicable)
- Repair tool in a safe and effective manner (if possible)
 - Record incident and repair made in tool log
- Tag out damaged tool and record incident in tool log
- Change tool status (if applicable)
- Make a forum post about damage (for fastest repair)

The purpose of reporting damage is for safety and repair purposes. Reported damage will not lead to punitive measures, however intentionally negligent actions are excluded. Reporting should contain the following.

- What tool was affected?
- What damage occurred?
- How was the tool being operated?
- Who was using the tool?
- Contact information for user
- Date

What happened is important to take steps in mitigating future damage, not take punitive action. Failure to fully or accurately report an incident may result in punitive action as per our guidelines.

Tool log books are available in most rooms and contain forms for reporting damage. Tags for the damaged equipment are also available.

Tool repairs are made by volunteers with parts and materials donated, or purchased with the permission of the board. Tool repairs are made as quickly as possible, however capable volunteers are not obligated to make repairs. Repairs are to be complete, safe and appropriate before the tool is returned to service. Jerry rigging or inappropriate repairs are not to be made.



Electrical Safety Guideline

This guideline is to address the safety of electrical systems and installations at Kamloops Makerspace.

Electrical devices made as a project are to be attended at all times when energized. Devices to be left energized or installed at the Makerspace must meet the following.

- Cables and connectors must be in good condition and have adequate wire retention
- No exposed wiring, has to be correctly insulated and terminated
- Electrical devices must be completely enclosed
- High heat devices must be shielded with non combustible materials
- Adequate grounding must be used
- Devices must not pose any shock or fire hazard
- Devices deemed unsafe by another member may be removed

Power bars are not to be daisy chained. All efforts should be made to avoid overloading a circuit. Any cabling and plugs installed in the building must meet electrical code. Extension cords should not be used in place of appropriate cabling.

Electrical not meeting this guideline should be deactivated or brought into compliance as soon as possible. If there is conflict about the safety of any electrical appliance or installation it is policy to err on the side of caution.