



Members Meeting Minutes

08 July 2021

6:00

I. Called To Order Time

6:10

II. In Attendance:

Kyle Rankin, Sue Adams, Jyelle Vogel, Bailey Finley, Beth Scott, David Holley,
Mauricio Quintanna, Nicholas Adams

IV. Approval of Minutes 03 June 2021

V. Reports

1. Chair

Thank you to everyone for their contribution to keeping Kamloops Makerspace strong. While this time of year is historically slow for the Makerspace, this year has been particularly challenging as public events are not driving new membership.

We are going to be embarking on a new membership drive and have added a new mentorship section to our website. Mentorship is key to making new members feel Comfortable. Please sign up for the areas you are passionate about to help new members become part of our community.

The relaxing of COVID restrictions affects people differently. It is important to take the comfort level of other members into consideration as we move forward. To echo Dr. Bonnie Henry 'Be Kind, Be Safe.'

2. Treasurer

A huge thank you to Sue for her ongoing help with the books. Summer continues the trend of a decrease in membership revenue and we are dipping into cash reserves. Fundraising efforts such as COVID projects continue to help us during this time. May to June has seen a revenue of approximately \$6000 and expenses of approximately \$8000. Board insurance has been paid with Liability insurance coming due soon. While paid in lump sums insurance amortises to \$167 a month

VI. Old Business

1. Keeping Makerspace Clean

- Cleanliness has been increasing at the space
 - Woodshop needs more attention from users
- Shop Vac Filter
 - No update
- Cleaning sheets
 - Has good uptake

2. Educational Videos

- Versacamm 101
 - Half recorded
 - Need to order two ink cartridges

3. Forum

- June activity
 - 10 threads + 29 Posts

4. Building Maintenance

- Garbage / recycling
 - Need hinges and latches on bins
- Material Storage
 - Need rails in Laser and Woodshop Halls
- Fab shop
 - Need to indicate no storage in Mill COner
 - Have purchased yellow tape
- It's hot in the Makerspace
 - Add Signage to swamp cooler
 - Thank you to Mauricio for loaning a portable air conditioner
 - Thank you to Sue for loaning a fan

5. Do not operate tags

- Mauricio has added some to a few shops
 - Holders to come in future

6. Mudroom Organization

- Indicate floor as no storage
 - Yellow tape has been purchased

7. Sublimation Printer

- Need software installed on computer
 - Usb key on printer

8. Photography Corner

- Needs a no storage sign
- Photo gear policy to be drafted

9. Participation and Communication

- Member engagement is up
 - Important to encourage new members to participate
- Membership Drive
 - Working with Keep Kamloops in August for promotion
 - Need testimonials and stories by July 31st
- An onboarding policy has been drafted to smooth the sign up process.
- Mentorship Registry has been added to the website
 - Please sign up to mentor in as much areas as possible
- FAQ has been added to website
 - Please post suggested questions to Forum
- Onboarding email to be updated
 - Include links to
 - Guidelines
 - FAQ
 - E-Learning
 - Mentorship
- Guidelines agreement to be added to membership documents

10. Air Compressor

- To be installed under Woodshop Stairs
 - No update
- Need funds to build shed

11. Meetings Guideline

- Notice of Motion given 03 June 2021
- Nicholas motioned to adopt, Kyle seconded
 - All in favor (passed)

12. Broken Tools

- Notice of Motion given 03 June 2021
- Dave Motioned to adopt, Kyle Seconded
 - All in favor (passed)

13. Electrical Safety Guideline

- Notice of Motion given 03 June 2021
- Amendment
 - Add “tagged out and must be repaired correctly or rendered inoperable and disposed of.”
 - Dave motioned, Nicholas seconded
 - All in favor (passed)
- Mauricio motioned to adopt, Kyle seconded
 - All in favor (passed)

VII. New Business

1. Member Onboarding Guideline

- Nicholas brought forward a Notice of Motion
 - Onboarding Guideline Draft attached
 - To be voted on at next Members Meeting 05 August 2021
- Fob Guideline to be drafted for Notice of Motion next meeting

2. New Covid Protocols

- Removing booking system
 - Nicholas motioned, Mauricio seconded
 - All in favor (passed)
- Make masks optional but encouraged
 - Nicholas motioned, Jyelle Seconded
 - All in favor (passed)
- Lounge clean up
 - Nicholas to head, Dave to help
- Hack Night in person
 - July 21st and 28th members only
 - Guests welcome
 - 5:00 to close
 - August 5th for open houses
 - Pending temperature and health orders
 - Potential for Zoom in option

VIII. Comments and Announcements

IX. Adjourned Time

7:15



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 tagged out and must be repaired correctly or rendered inoperable and disposed of.

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.



Member Onboarding Guideline

This guideline is to ensure an enjoyable and consistent experience for new members.

The first touch point for new members is a tour of the space. Every effort should be made to ensure tours are informative and put the Makerspace's best foot forward. Additional guidelines may cover tours.

Membership signup is done through our website www.kamloopsmakerspace.com. This may be done at the computer in the corner of the Lounge. A link will be on the desktop. Online payments can be made through this platform and are preferred, however, payments can be made in cash or cheque using the envelopes and drop box by the office door, or by e transfer to memberships@kamloopsmakerspace.com password Makerspace. Cash, cheque, or e-transfer will have a delay being applied to an account and may affect online services.

After a sign up has been made it is critical to get the new member a keyfob. After registration, the new member receives an email outlining getting a fob by contacting info@kamloopsmakerspace.com to arrange a time to pick up a fob. It is important to respond and meet with the new member as soon as possible. If a new member has not received a fob within 2 weeks of signing up they shall receive the next month free. Fobs will be distributed by board members or members assigned by the board. A further guideline may cover fob distribution. If a member signs up after a tour by a fob granting member they may issue a fob on the spot.

The introduction email will also contain an explanation of the Makerspace 101 and the use of our website. This email will be updated at the purview of the board.

It is important that new members receive mentorship to make the fullest use of the Makerspace. This includes timely access to training as well as informal mentorship. This can be done through the mentorship portal of the website. Members of the Makerspace are encouraged to make themselves available to pass on the information they have gleaned from their time at the Makerspace.