**Makersmiths Scheduling Committee Meeting Minutes**

**September 10, 2019**

Attendees: Diane Painter, Zach Thompson, Jen Chu, John Dubelko, Maggie

1. Approval of August 29, 2019 minutes
2. Old Business
	1. Red Tool Training at MS-L
		* Sept 17 - Chris Chatfield
		* Oct 15 - Mike Dewan
	2. Red Tool on-demand training
		* John D. will give Jen access and show her how to add classes to the iPad Square.
		* **Jen will add classes to iPad Square at MS-L and MS-P.**
	3. New Member Orientation
		* MS-P – 9/14/2019 at 11AM, which overlaps with Red Tool training 9AM-12PM.
		* Reminder that when scheduling classes, space and time considerations must be made.
	4. Special Needs training
		* Offered at Members meeting and so far no one has requested training.
		* **Zach/Maggie will add as standard question to class registration form. (“Any special accommodations requested?”)**
		* **Diane will add to newsletter – “If you’re taking a class and have special needs, let the Scheduling Committee know so they can notify the class instructor.”**
	5. New laptops
		* Laptops are ready to be located to both locations.
		* Diane will bring 2 laptops to Purcellville.
	6. Website and laser reservations
		* **Zach will try to add criteria to limit laser reservations to 2 hrs.**
3. Associate hours at MS-L
	1. Thursdays – Tech Thursdays and Cosplay are scheduled.
	2. Working with Chris Hom to provide coverage on weekdays that don’t have scheduled events.
4. Standardizing and updating sign-off list
	1. Save all contact info for members and non-members under Contacts.
	2. In Contacts, transfer all sign-offs to Tool Certification 🡪 **Maggie**
	3. Make Red Tool instructors “Scheduling Administrators” so they can check people in
		* **Diane will send Red Tool instructor list to Maggie/John D.**
		* **Maggie/John D will make Red Tool instructors “Scheduling Administrators”.**
	4. When checking people into a class, be advised that they’re allowed to have a balance for the class. They can just pay the balance at a later date.
5. Next meeting – Wednesday October 23 at 7 pm at Leesburg