**Scheduling Committee Minutes**

Dec 14, 2021

7:00 PM

Hybrid meeting: meet.google.com/zqy-iczp-jkd

Join by phone -

Attendance: John Dubelko, Mary Waldron, Dean Williamson, Diane Painter, Anthony Lesink, Melissa Kowalski, Jennifer Chu

1. Calendar review:
	1. Checklist:
* Open Houses
* New Member Orientation
* Member Meetings
* Board of Directors Meetings
	1. Committee meetings – Need to add committee meetings to calendar.

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| **Committee** | **Chairperson** |
| Website | Jessee Maloney |
| Rules & By Laws Update | Jonathan White |
| Leesburg Facility  | Jessee Maloney |
| Purcellville | Tom Hill |
| Scheduling | OPEN |
| Maintenance | Dave Painter |
| Special Projects | OPEN |
| Information Technology | Michael James |
| Newsletter | Melissa Kowalski |
| Marketing | Chuck Whitacre |
| Lease Committee | Scott Newman |
| Video | Adam "Squirrel" McClintock |

* 1. Example monthly calendar
* Pinned to the Scheduling Committee slack channel.
* Includes list of red tool classes that need to be added to the calendar each month.
* Committee members will contact instructors to confirm dates/times for red tool classes for January. Need to send dates/times to Jen before Christmas; Jen will add the classes to the calendar.
1. Locker rentals event
	1. Locket rental “event” will start on 1/5/2022.
	2. John D. will send an email reminder to ask people to empty their lockers.
2. MS Office licenses
	1. Jen would like to have an MS Office license for a laptop at MS-L.
	2. Treasurer has 5 licenses.
	3. Jen will contact Michael James to see if he can try to add a license onto a laptop at MS-L.
3. Checklist to create an event
	1. Jen/Diane drafted a checklist for how to create an event in Wild Apricot. It was posted to the Scheduling Committee slack channel on 12/12.
	2. Jen will send Melissa a copy of the checklist to see if it makes sense and is easy to follow. Melissa will provide feedback.
	3. Possibly do a video tutorial.
4. Kid curriculum
	1. Need to develop something for the board to approve.
	2. Haven’t heard from David Bock or Scott Newman on this.
	3. Venture Crew and Scouting Committee are two initiatives that involve kids.
5. Email announcements for classes
	1. Too many email announcements for classes. Many members have turned off email notifications for this reason.
	2. In Wild Apricot, it is not possible to do a daily/weekly email digest.
	3. Possibly only send out two emails a month listing upcoming classes.
	4. Possibly create classes throughout the week, but only open them for registration on the same day each week. Send out just one email each week notifying members of the list of classes that will be open for registration that week and on which day.
	5. Need to consider members waiting to get into a class.
	6. Anthony will create a Google Form for members to indicate which classes they are waiting for as well as to indicate what kinds of classes they would like to see.
6. Promoting classes
	1. Newsletter
* Melissa can spotlight or write a feature article about a class.
* The newsletter can include a list of (and link to) new classes.
* The newsletter only goes out to members.
	1. Possibly send out a 2nd email each month to announce classes.
1. Red tool credit
	1. Update red tool certifications on Wild Apricot
* John will give Dean “write” permissions to update the certifications, under the “Membership” tab, based on class attendance.
* We will hold off on turning off admin rights for instructors until we find a better process for recording class attendance.
* Dean will create an inventory of equipment that require red tool training based on the treasurer’s master inventory list.
	1. Red tool training applying to both locations
* Some members are unaware that red tool training is required at both MS-P and MS-L.
* Need to announce this during new member orientation.
* BOD approved placing lock-out devices on most tools.
1. Refunds – Revisit again next month
2. Honorariums
	1. Jim Waldron and Mike Tomlin requested honorariums. Requests were approved.
	2. Change to Standing Rules
		1. Standing rules were changed to allow instructors to receive honorariums after the 1st red tool class (no honorarium for 1st red tool class).
		2. Need to update the Instructor Booklet.
		3. Need to include in the newsletter that red tool instructors can receive honorariums. (We need more instructors.)
3. House keeping
	1. Inventory
* MS-P equipment has been barcoded to facilitate the annual inventory task.
* MS-L equipment still needs to be barcoded. Dean may help with barcodes at MS-L.
* Need to barcode co-located equipment in a different color with the owner’s name.
1. Next meeting – Wednesday, January 19 at 7 pm