**Scheduling Committee Minutes**

April 21, 2022

7:00 PM

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

Join by phone - (US) +1 470-705-3631‬ PIN: 711 972 718‬#‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬

Attendance: John Dubelko, Dean Williamson, Diane Pantier, Jennifer Chu, Anthony Lesink, Séan Crane.

1. Calendar review

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| MS-Leesburg | Date | assigned to\* |  | MS-Purcellville | Date | assigned to\* |
| Laser cutter | 5/17, 5/24 | John D |  | Woodworking Basic | 5/12 | Diane |
| Laser cutter Adv | 5/10 | John D |  | Woodworking Adv | 5/15 | Diane |
| UV Printer | 5/23 | Anthony |  | Powder Coating |  | Mary |
| Woodworking RT | 5/3 | Jen C |  | EBF | ?? | Jen B |
| Woodturning | 5/9, 5/23 | Jen C |  | Metal Shop | 5/18 | Diane |
| Big Red CNC | 5/21 | Jen B |  | Welding Gas | 5/22 | Mary |
| Tormach | 5/9, 5/23, 5/30 | Jen B |  | Welding MIG | 5/22 | Mary |
| 3D Printing | 5/17 | Anthony |  | Blacksmithing | 5/21 | Mary |
| 3D Resin Printing | 5/17, 5/24 | Anthony |  | Ceramics |  | Séan |
| Sewing |  | Mary |  | 3D Printing? |  | Séan |
| Workday | 5/14 |  |  | Workday | 5/7 |  |
| Open House |  |  |  | Open House |  |  |

Updates from:

* Leesburg Scheduler: Jennifer Chu
* Purcellville Scheduler: Diane Painter

Reminder: check calendar for conflicts.

1. MS Office licenses – no updates
2. New instructors
   * Possibly Bret Irwin & Sean Crane for MS-P 3D printing
3. Internet at MS-P upgraded to 60 mbps up.
4. Educational Initiatives
   * KidWind - Two wind turbine teams and one solar team advanced to national competition in Texas. The teams do not want to go to Texas.
5. Email announcements for classes
   * Two weeks out from class start
   * For those registered, reminder 1 day before
6. Red Tool credit
   * For new classes, Dean is current from January to present.
   * For past classes, Dean finished MS-L Woodshop, MS-L Woodturning, and MS-P Woodshop Basic and sent the list to the stewards to confirm. Next, Dean will work on MS-P Woodshop Advanced.
   * Dean sent request to Website Committee to post the red tool certification lists to the website, under Members Only Content.

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|  | Room, Shop, & Machine Stewards |  |
| **Red** | **PURCELLVILLE** |  |
| X | Woodshop Purcellville | Dave Painter |
| X | Big Blue | Jim Waldron & Jonathan White |
| X | Metal Shop Purcellville | Dave Painter & Jim Waldron |
| X | Powder Coating | Justin Cooper |
| X | Blasting cabinet | Scott Newman |
| X | Ceramics | Jason Hill |
|  | Gardening | Mary Waldron |
| X | 3d Printing | Michael James |
| X | Welding area | Skip Smith & Jim Waldron |
| X | Plasma Cutter | Jim Waldron |
| X | Blacksmithing | Adam "Squirrl" McClintock & Jim Waldron |
|  | HP Plotter | Dillip Patel |
| X | Walking Foot Sewing Machine | OPEN |
|  | Green Room | OPEN |
|  | Lower Building Classroom | OPEN |
|  | **LEESBURG** |  |
| X | Woodshop Leesburg | Mike DeWan |
| X | 3D Printing | Michael James |
|  | Electronics | Geoffrey Hoffman |
| X | Laser Cutter | John Dubelko & Jessee Maloney |
| X | UV Printer | Mike Tomlin & Melissa Kang |
|  | Main Room | Jessee Maloney & Erin Werling |
|  | Vinyl Cutter | Dillip Patel |
|  | Vacuum Former | Jessee Maloney |
|  | T-shirt & Mug Press | Laura Newman |
| X | Woodturning | Bryan Boston |
|  | Cosplay Area (Basement) | Maggie Toth |
| X | Sewing & Arts/crafts | Jessee Maloney |
| X | Metal Shop/Tormach | Brad Hess |
| X | Roland CNC | Ed Gabb |
| X | Big Red CNC | Brad Hess & Jonathan White |
|  | Snack Area | J Wang |
|  | HVAC Filters | Dean Williamson |
|  | Gardening | Mary Waldron & Jennifer Chu |

1. Creating classes/ scheduling items
   * Do not use waitlists unless cancellations are set up to be manual and you are prepared to work them.
   * Make sure the 15-minute registration cancellation box is checked.
   * Don’t limit the cut off dates for classes unless you have talked to the instructor. They need to have a reason like ordering supplies for it to be enabled. Check that they are not being used when copying a class. Do not use them at all on any very popular red tool class that are usually full.
2. Refund policy
   * To request a refund, the registrant should notify the instructor and the instructor should notify Mary.
   * Committee members can remove students from the class.
3. Honorariums
4. How much for should the “take” be for the space.
   * Goal is to increase the number of instructors.
   * What should the “take” be? What should the “split” be?
   * How to make honorariums easier?
     + Currently, instructors need to fill out a form for the treasurer for each class for which they are requesting an honorarium. Perhaps fill out one form for the year and just have it on file.
     + Currently, there is a bit of a negative perception of instructors taking honorariums. Possibly try to change the perception to make it more acceptable and inviting for instructors to take an honorarium.
   * Possibly encourage members to teach classes by offering free membership if you teach 1 class/mth.
   * Possibly increase the difference in class prices between members and the general public.
   * Possibly have prices for red tool classes be modest (since red tool classes are required in order to be able to use the tool) while prices for make & take classes can be higher.
   * This will be a topic of discussion for a few meetings.
5. Next meeting – May 19th @ 7PM