

Scheduling Committee Meeting Agenda

August 19, 2026

7 PM

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

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

Attendance:

Review and approve meeting minutes for July.

Updates from:

- Leesburg Scheduler
 - Fume room is operational.
 - New embroidery machine has arrived.
- Purcellville Scheduler

1. New classes/instructors:

- Fundamentals of Engineering for Youth - Taught by Brian Jo. It is a 3-week course, Sundays from 8/23 through 9/6
- Physical Computing for Beginners - Taught by Jeff Irland. It is a 6-week course, Tuesdays from 9/1 through 10/6

2. Educational Initiatives (Diane)

- KidWind Tinkering Fun Days - August 11-13 from 3pm-5pm
 - To be held in the Green Room at MSP.
 - Nine youth have registered.
 - Purpose - so youth can see what KidWind is all about.

3. Approval of Instructor Payments (formerly Honorariums)

4. Red Tool tracking (Dean)

5. Registering minors for classes

- Draft language has been posted to the Canvas of the #scheduling committee Slack channel for use in class descriptions – “If parents want to register minors for a class, they need to contact the instructor prior to registering to ask for permission.”

6. Next meeting:

Reminders:

- Check with tool steward when developing “new” classes.
- Check events calendar and tool reservations calendar for conflicts.
- Don’t schedule class during the monthly membership meeting (1st Wed of the month).
- Don’t schedule too many classes that members cannot use the tool/shop for projects.
- Allow cancellation (in WA by student) no less than 3 days before class.
- Guest registrations
 - Don’t allow guest registrations.

- Even members under the same Household membership need to log in and register themselves individually.
- Class registrations for minors
 - Minors do not need to register for a class if they just want to tag along with their parent.
 - If minors (teens) want to participate in the class and have hands-on practice with the tools, they need to register for the class. (The parent may or may not need to be registered for the class, too.)
 - Minors not covered under a Household Membership pay the General Public rate for classes.
 - A family member who is under the age of eighteen can only use red tools:
 - After taking the appropriate red tool class.
 - Must work under the direct supervision of their parent (or parentally approved other adult) who has also taken red tool training.
- Check that tool is reserved in the Tool Reservation Calendar (laser cutter, Big Red, EBF, etc) and that the classroom is reserved (as needed).
 - Block off EBF for the RT Woodworking classes.
- Class materials/supplies/reimbursements – NEED TO CONFIRM WITH TREASURER IF YOU CAN PURCHASE IT YOURSELF
 - If already purchased, they can send a copy of the receipts to treasurer@makersmiths.org.
 - If they want Makersmiths to purchase some or all of the supplies, send an email to treasure@makersmiths.org with the following:
 - List of materials/supplies
 - Vendor
 - Cost of items
- Payments to Contractors (formerly Honorariums)
 - After a payment has been approved by the Scheduling Committee, instructors need to ask the treasurer after each class to process the payment.
 - Email treasurer@makersmiths.org with the following:
 - Name/date of class
 - Number of registrants
 - List of expenses consumed by Makersmiths (e.g., ink) or purchased by the instructor.
 - Attach receipts to the email.
- Refund policy
 - To request a refund, the registrant should notify the instructor (NOT info@makersmiths.org), and the instructor should notify the treasurer.
 - Committee members can remove students from the class.
 - If we cancel someone's registration and a refund is due, we should note in the COMMENTS section that a refund is due.
 - If we cancel someone's registration and a refund is NOT due, we should note in the COMMENTS section to NOT issue a refund.
 - Instructor must notify the treasurer via email to issue a refund.
- Transfers

- Don't allow transfers because WA does not have a transfer function. To manually force it, the financial transaction record is lost/disconnected.
- Ask registrants to cancel their registration, request a refund, and newly register for the desired class.
- If we do want to do a transfer, then do the following:
 - Cancel registration in initial class.
 - Register member in the new class and generate an invoice for the new class so that the treasurer will see it.
 - Notify Mary Waldron (the current treasurer) via Slack and in Notes/Comments section of both original and new registrations in Wild Apricot.
- Red tool classes:
 - Include "red tool" at the end of the class title. Also need to note in the class description that this class will authorize the participant to use the tool unsupervised.
 - Welding & EBF
 - Don't put "Red Tool" in class name. Don't want to imply that the class will teach them how to use the equipment safely.
 - Class description needs to clearly indicate that a separate sign-off is needed apart from the class.
 - The stewards require a proficiency demonstration (aka "check-ride") for the following tool groups, even after completion of the associated red tool training class:
 - MS-P - EBF
 - MS-P - Plasma Cutter
 - MS-P - Welding - Gas
 - MS-P - Welding - MIG
 - MS-P - Welding - Stick
 - MS-P - Welding - TIG
 - Big Red sign-off – Check rides vary between the instructors. For the purposes of the Tool Authorization list, if a student attends the class (is checked in), then the student will be added to the Tool Authorization list (will be authorized to use Big Red). The instructor may or may not coordinate with the student to schedule a check ride on a separate date.
 - The proficiency demonstration is coordinated directly between the steward/instructor and the member. No payment is required, and scheduling an event on the calendar is not required to support this. The steward/instructor sends Dean an email or slack message after the check ride and Dean records the authorization, with a note indicating it came from the steward/instructor.
 - The stewards can also do this for any tool, independent of red tool classes, since in some cases, classes haven't been developed or conducted yet, (e.g. MS-P - Gorton Mill or MS-P - Surface Grinder). If the steward vouches for the member, they can ask Dean to give them access.
 - In rare instances, a member can demonstrate to a tool steward that he is proficient in the tool without taking the RT class or paying the RT class fee.

- The tool steward would then let Dean know that the member is signed off on the tool.
 - The tool steward would also go over Makersmiths' policies for use of the tool.
 - Only tool stewards, not simply red tool instructors, can do this.
 - An example of when this would be appropriate – the member is a welding professional (i.e., he is a full-time welder) and he wants to be signed off on the welding equipment.
- Private classes (not open to all members; open only to Scouts, a group of friends, etc)
 - Class is posted to calendar.
 - Students register and pay for class in WA.
- Class Codes
 - For new classes, Jen will build the MS-L classes and Diane P. will build the MS-P classes. Jen and Diane P. will let the registrar (Diane B.) know that the class is ready to be coded and posted to the calendar.
 - For repeat classes that don't have the new codes, Jen and Diane P. will ask Diane B. to code the classes and post it to the calendar.
 - For repeat classes that already have the new codes, Jen and Diane P will post the classes directly to the calendar.
- WA Event Manager admin access for RT instructors
 - If an instructor would like Event Manager admin access, the Scheduling Committee should send an email to IT chair with the name of the red tool instructor requesting WA admin access.