2018-09-26 Meeting of the Board of the Directors - Agenda /Minutes

Time and Location:

September 26, 2018 at 7:00PM at 106 Royal Street NE, Leesburg, VA

Consent Agenda

Newly proposed agenda items appear in the consent agenda. Any member present at the meeting may pull an item out of the consent agenda for discussion, at which point it goes under "New Business". If nobody objects to the solutions presented by the consent agenda, everything in the consent agenda passes by consensus. Items that have more than one proposed solution should be moved to the "New Business" section.

Any member may edit this wiki page and place an item on the agenda. However, discussion of agenda items should be done via Slack. The cut-off time for addition to or revision of the consent agenda items is 48 hours prior to the meeting. Please note, agenda items (Consent, New, or Old) that request spending $250 or more must include a section on "Relevance to our tax exempt purpose".

CA1 Reschedule October 31st Board Meeting (Brandon Bullis)

Problem: The October meeting of the Board of Directors is currently scheduled for October 31st, Halloween night.

Solution: Reschedule October meeting of the Board of Directors to Wednesday October 24th.

Relevance to our tax exempt status: None

Motion: Reschedule October meeting of the Board of Directors to from Wednesday, October 31st to Wednesday, October 24th at 7:00PM at 106 Royal Street NE, Leesburg, VA.

CA2 Approval for expenses related to obtaining HHMI donations for Makersmiths-Purcellville (David Painter)

Problem: Need to pick up HHMI donated items: couple of 80/20 tables, several commercial light poles, leather office chairs. Items wont fit in a pick-up. Need to rent box truck, estimated to cost $100 or less. Pick up needs to be done before October 13th.

Solution: Approve consent item to authorize Dave Painter to rent box truck to obtain donated items.

Relevance to our tax exempt status: None

Motion: Motion to approve authorization for Dave Painter to rent box truck to obtain donated items at a cost of $100 or less.

CA3 Approval for expenses related to obtaining Digital Barriers donations for Makersmiths (Brad Hess)

Problem: We may need to act quickly before the next board meeting to move a tormach and CNC router from Ashburn to Purcellville. This would require the rental of a rollback truck and driver for several hours. Estimate is between 200-500 depending upon when it is and how we use.

Solution: Approve consent item to authorize Brad Hess to facilitate a moving truck to obtain donated items.

Relevance to our tax exempt status: None

Motion: Motion to approve authorization for Brad Hess to facilitate a truck to obtain donated items at a cost of $500 or less.

Meeting Notes: There was discussion about the tormach, and HHMI donations and the benefit to the space. Vote passes with no objections.

Prior minutes

2018-08-29 Meeting of the Board of the Directors - Agenda/Minutes

Officer Reports:

Chairman

Secretary

The following is a list of open Actions on prior minutes. Have any of these been completed?

Status	Item Description	Responsible Party
☐	File VA State Charitable Organization Application	John Dubelko
☐	Inventory Items for Sale	Michael James

☐	Set up the Purcellville Facility Committee Wiki	Tom Hill

Treasurer

Member Reports:

Makersmiths-Purcellville Kickstarter Liability Tracking: **Purcellville Kickstarter Liability Tracking Spreadsheet (Google Sheets)** ==> **$7,310 liability** (not counting 'made rewards' such as Signs, Tee Shirts, Rulers and Keychains) (Did we ever send a 'Thank You' card or acknowledgement of contribution?) Mark R Millsap

Brad Hess will setup a meeting with Tom Hill, Mark R Millsap and David Painter to review what is needed from the purcellville space committee to close this task list out. We also need the kickstarter login information so that we an post messages and updates.

Committee Reports:

New Member Orientation Committee (Chairperson John Dubelko)

Starting to hand out t-shirts

Spent $19.99 on locks for lockers in front room. The 4 lower lockers are holding the t-shirts.

Orientations are the 15th MS-L and 18th MS-P of the month,

Membership Committee (Chairperson Jessie M)

Social Outreach Committee: (Chairperson Jessie M)

Leesburg Facility Committee (Chairperson Brad Hess)

Purcellville Facility Committee (Chairperson Tom Hill)

Scheduling Committee (Chairperson John Dubelko)

Draft Instructor Guide

Request from Mark R Millsap to report on

# of classes / events

# of participants in classes / events

types of events

- new member
- tool training
- craft or low tech project
- electronics / robotics or high tech project

Scheduleing Committte Report	
# of classes / events	26
# of participants in classes / events	25
Funds raised	$832
Events	
Committee Meeting - New Member Orientation	
MS-L - Monthly Membership Meeting	
MS-L Soldering 101 - Learn to Solder	
MS-L Laser Cutter Introduction	
MS-L- Learn Bookbinding to Make Your Own Journal or Notebook	
MS-L Open House - Come check us out!	
MS-L Red Tool Training Wood Shop Tools	
MS-L-3D Printing - Level 1	
MS-L-CNC Introduction	
MS-P - New Member Orientation in Purcellville	
MS-P Create Soap the Whole Family Will Enjoy	
MS-P-Basic Guitar Maintenance	

Special Projects Committee (Chairperson Mike Werling)

Signage Committee (Chairperson Mark R Millsap)

Old Business:

OB1 Description (Submitter's @name)

Problem:

Solution:

Relevance to our tax exempt status:

Proposed Motion:

OB2 Description (Submitter's @name)

Problem:

Solution:

Relevance to our tax exempt status:

Proposed Motion:

OB3 Description (Submitter's @name)

Problem:

Solution:

Relevance to our tax exempt status:

Proposed Motion:

New Business:

NB1 Designation of Red / Yellow / Green Tools (Mark R Millsap)

Problem: None of the tools in either makerspace are labeled, painted, etched, or otherwise visually identified as to which category of tool designation they belong to. This is leading to uncertainty as to application of rules to tool usage. All tools need to be visually painted and/or labeled as to category of tool they belong to; red, yellow or green.

Solution: Label each and every tool as to category of red, yellow or green tool.

Relevance to our tax exempt status: None

Proposed Motion: I motion that the Board require room stewards (or facility manager if no room steward exists) to paint or label each and every tool as to which category of tool it belongs to before Jan 1st 2019.

Motion pass with all in favor.

NB2 Description (Submitter's @name)

Problem:

Solution:

Relevance to our tax exempt status:

Proposed Motion:

NB3 Description (Submitter's @name)

Problem:

Solution:

Relevance to our tax exempt status:

Proposed Motion:

Adjournment

Minutes:

==Minutes=

TTTT Call to Order
Attendance:

Name	Position	Roll Call
Brad Hess (Brad Hess)	Board Member, Chairperson	
Brandon Bullis (Brandon Bullis)	Board Member, Secretary	Excused
Dave Painter (David Painter)	Board Member	
Juli Ravas (Juli Ravas)	Board Member	Excused
Mark Millsap (Mark R Millsap)	Board Member	
Erin Werling	Board Member	
Michael James (Michael James)	Board Member	Excused

====
*****CONSENT AGENDA - *****
Passed by consensus

****OLD BUSINESS****

OB1 Topic
- AS WRITTEN:
- DISCUSSION:
- Speaker1:
- Speaker2:
- Motion:
- Proposed by
- Seconded by
-Call for vote
- In favor
- Opposed
- Abstain
- Motion Pass/Fail

****NEW BUSINESS****

NB1 Topic
- AS WRITTEN:
- DISCUSSION:
- Speaker1:
- Speaker2:
- Motion:
- Proposed by
- Seconded by
-Call for vote
- In favor
- Opposed
- Abstain
- Motion Pass/Fail
====

Next meeting set for

TTTT Meeting called to close

Action Items:

Status	Item Description	Responsible Party
☐		

☐		
☐		
☐		
☐		

Approved Spending Tracking:

Amount	To	From