

2019-04-24 Meeting of the Board of the Directors - Agenda /Minutes

Time and Location:

April 24, 2019 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 Associates to Full Members Requests ([Mark R Millsap](#))

Problem: Following folks have requested to be elected to Full Members: Sam Newburger, Don and Jen Netsch, Brian Kabish

Solution:

Relevance to our tax exempt status:

Motion: I motion that the following folks be elevated to Full Members: Sam Newburger, Don and Jen Netsch, Brian Kabish, Brandon Ross

CA2 Description ([John Dubelko](#))

Problem: Need to file the 2018 IRS 990 form before May 15th

Solution: See the draft submission. Note from Michael: Section C and D need to be filled out. (Calculation of Public Support, last year's numbers, and Calculation of Inves



2019-04-21 Maker...990 Sched A.pdf



2019-04-21 Maker... 990 sched O.pdf



2019-04-21 Makersmiths 990ez.pdf

Relevance to our tax exempt status: Must be filed every year or the organization will lose its 501(c) 3 charity status

Motion: Approve the submission and the Chairman of the Board sign the 2018 990.

CA3 New Member Orientation Required to Become Full Member (Jessee Maloney / New Member Orientation Committee)

Problem: There are new members who are being given full 24/7 access to the facilities who are not fully aware of all of our rules and regulations

Solution: Require any member who would like to become a full member attend one of our monthly new member orientation meetings. I know we have been trying to speed up the process of switching members from Associate to Full, and this may hinder that, but the New Member Orientation Committee has more members now, so maybe we can go to two orientations a month again. Only if needed to make this happen.

Relevance to our tax exempt status: none

Motion: I propose that any Associate member who would like to switch to Full member must attend New Member Orientation first

Prior minutes

[2019-03-27 Meeting of the Board of the Directors - Agenda/Minutes](#)

Officer Reports:

Chairman

Secretary

Board Elections: Class 2 withTerm Expiring in 2019 at the Annual Meeting of the Membership: Ravas, Hess

Treasurer



Financial Statement

Member Reports:

Committee Reports:

New Member Orientation Committee (Chairperson [John Dubelko](#))

Membership Committee (Vacant)

Social Outreach Committee: (Chairperson [Jessee Maloney](#))

Leesburg Facility Committee (Chairperson [Brad Hess](#))

Purcellville Facility Committee (Chairperson [Tom Hill](#))

Scheduling Committee (Chairperson [John Dubelko](#))

Special Projects Committee (Chairperson [Mike Werling](#))

Newsletter Committee (Chairperson [Jessee Maloney](#))

Old Business:

New Business:

NB 1 Proposed Classes Terms and Conditions ([Mark R Millsap](#))

Problem:

Solution:

Relevance to our tax exempt status:

Proposed Motion: I motion that the proposed Classes Terms and Conditions be approved for use by the Scheduling Committee. See Microsoft Word file from Diane Painter at [Proposed Terms and Conditions](#)

NB2 Proposed Welding Shop Operations Program (user-d6df3)

Problem: Welding Shop is slowly becoming operational, but will likely not be in the future if not managed. Skip Smith, Justin Cooper and Don Netsch have agreed to form initial Welding Shop Leads group and have proposal for start-up of welding operations.

Solution: Proposal to form Welding Shop Leads group, who will staff and maintain welding shop for benefit of all - members and non-members alike. Operations to include learn to weld workshops and open welding workshop sessions, initially one night a week for open sessions, but will grow over time. Learn to weld workshops, with both large and small projects to learn with, initially one or two a month, but will also grow over time. Most of the equipment will be restricted use, I.E. under supervision of a welding lead (in order to re-coop cost of overhead, consumables and maintenance). Some, limited equipment will be available for unrestricted use, but will not be supervised nor maintained. More info to be presented at Board Meeting and is documented in Welding Shop folder of MS-P Infrastructure Team Drive

Relevance to our tax exempt status:

Proposed Motion: I motion that Welding Shop Leads be given the responsibility and authority to conduct the Welding Shop operations as outlined in proposal presented tonight and dated April 24th, 2019.

NB3 Replacement of damaged Box and Pan Brake (Dave Painter)

Problem: The Box and Pan Brake in Leesburg is damaged.

Background The brake has a posted capacity of 16 ga. steel or 20 ga. Stainless steel. (16 gauge steel is 1.6mm or .062 inches, 20 gauge stainless is .9mm or .035 inches) Although not posted on the machine the manufacturer states that it will also bend aluminum up to 12 gauge (2 mm or .080 inches) Our member attempted to bend 1/8" aluminum AND a thin piece of Stainless steel at the same time in effect jamming a work piece .160" thick into a space that is .060 or less. The obvious damage is that a mounting tab on the right side of the machine broke off. The less obvious damage is that the amount of pressure required to break the tab off also damaged the apron, the bending bar and the mounting for the fingers. While the tab can be welded back on there is no way to repair the damage to the front of the machine and it will no longer be capable of accurately bending the sheet metal for which it was designed.

Solution: Purchase a replacement Box and Pan Brake (cost with freight is estimated at \$1750.00)

Relevance to our tax exempt status: none

Proposed Motion: Purchase a new brake and ask the member to pay for the box and pan brake and cover the cost of disposing of the damaged machine.

NB4 Alcohol Policy (David Painter)

Problem: We have a request to teach a class on Mead Making but we don't have a specific policy regulating the consumption of alcoholic beverages at Makersmiths sponsored events. Clearly we have offered Wine and Welding classes in the past and members have stored (and presumably consumed) beer at both spaces.

Solution: add a statement to our by-laws that allows the responsible consumption of small quantities of alcoholic beverages at Makersmiths sponsored social events and classes that cover home brewing.

Relevance to our tax exempt status: none

Motion: I propose that we add the following statement to standing rules. "Responsible consumption of small quantities of alcoholic beverages is allowed at home brewing classes and at social events when no machines are in use and no work is being done."

NB5 Usage and Storage at both Leesburg and Purcellville (Jessee Maloney)

Problem: Alcohol is currently being stored in the fridge at Leesbrug and can be easily accessed by underage members. We have several underage members who frequent both locations by themselves and we will be having multiple kid camps in the summer and I don't want there to be any accidents. There is also no rules about drinking in certain areas of the buildings.

Solution: add a statement to our Standing Rules that restricts alcoholic beverages from being left at either location as well as designated area where it can be consumed. My thought was you can bring alcohol to either space, but you can not go past the 3D printing room in Leesburg or the Green Room in Purcellville and whatever is leftover can not be left at the space.

Relevance to our tax exempt status: none

Motion: I propose that we add guidelines about usage and storage of alcohol while at either location, and add on Dave's statement from CA3 to make exceptions for special events.

NB6 Father Tom Membership (David Painter)

Problem: Tom Simmons (Father Tom from St. Pete's in Purcellville) donated \$1000 by check more than two years ago. At that time Pat Scannell told him that he was now a full member. Then life happened and Fr. Tom got busy and didn't push and apparently Makersmiths didn't reach out either. Long story short. Fr. Tom would like to start his membership effective December 2018 (when John Dubelko helped him make some Christmas ornaments). I helped Fr. Tom fill out his waiver yesterday and entered him as a pending member.

Solution: I would like to officially enter him as a full member with a renewal date of Dec. 1 2019. I

Relevance to our tax exempt status: none

Proposed Motion: Approve Fr. Tom's full membership effective Dec. 1, 2018.

Adjournment

Minutes:

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7:02PM Call to Order

Attendance:

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

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*****CONSENT AGENDA - *****

Passed by consensus

****OLD BUSINESS****

None

****NEW BUSINESS****

NB1 Topic

- **AS WRITTEN:** I motion that the proposed Classes Terms and Conditions be approved for use by the Scheduling Committee. See Microsoft Word file from Diane Painter at [Proposed Terms and Conditions](#)

- **DISCUSSION:**

- **Speaker1:**

- **Speaker2:**

- **Motion:** I motion that the proposed Classes Terms and Conditions be approved for use by the Scheduling Committee. See Microsoft Word file from Diane Painter at [Proposed Terms and Conditions](#)

- **Proposed by:** [Mark R Millsap](#)

- **Seconded by:** [Brad Hess](#)

- **Call for vote**

- **In favor:** [Mark R Millsap](#), [Brad Hess](#), [Brandon Bullis](#), [Juli Ravas](#), [David Painter](#), [Erin Werling](#), [Michael James](#)

- **Opposed:** none

- **Abstain:** none

- **Motion Pass/Fail:** PASS

NB2 Topic

- **AS WRITTEN:** I motion that Welding Shop Leads be given the responsibility and authority to conduct the Welding Shop operations as outlined in proposal presented tonight and dated April 24th, 2019.

- **DISCUSSION:**

- **Speaker1:**

- **Speaker2:**

- **Motion:** Motion to create Welding Committee and appoint [user-d6df3](#) Chairman and table original motion for further discussion by Welding Committee

- **Proposed by:** [Brandon Bullis](#)

- **Seconded by:** [Juli Ravas](#)

- **Call for vote**

- **In favor:** [Mark R Millsap](#), [Brad Hess](#), [Brandon Bullis](#), [Juli Ravas](#), [David Painter](#), [Erin Werling](#), [Michael James](#)

- **Opposed:** none

- **Abstain:** none

- **Motion Pass/Fail:** PASS

NB3 Replacement of damaged Box and Pan Brake ([David Painter](#))

- **Motion Pass/Fail:** Tabled for later meeting

NB4 Alcohol Policy
- Motion Withdrawn

NB5 Usage and Storage at both Leesburg and Purcellville (Jessee Maloney)

- Request specifics on how Makersmiths might be able to address

NB6 Approve Fr. Tom's full membership effective Dec. 1, 2018.

- AS WRITTEN: Approve Fr. Tom's full membership effective Dec. 1, 2018.

- Motion: Approve Fr. Tom's full membership effective Dec. 1, 2018.

- Proposed by: [David Painter](#)

- Seconded by: [Brad Hess](#)

-Call for vote

- In favor: [Mark R Millsap](#), [Brad Hess](#), [Brandon Bullis](#), [Juli Ravas](#), [David Painter](#), [Erin Werling](#), [Michael James](#)

- Opposed: none

- Abstain: none

- Motion Pass/Fail: PASS

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Next meeting set for May 29, 2019 at 7:00PM at 106 Royal Street NE, Leesburg, VA

8:44PM Meeting called to close

Action Items:

Status	Item Description	Responsible Party
☐		
☐		
☐		
☐		
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Approved Spending Tracking:

Amount	To	From