

# 2019-10-30 Meeting of the Board of the Directors - Agenda /Minutes (CLOSED)

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- 2 Consent Agenda@
  - 2.1 CA1 Form IT Committee (Brandon Bullis on behalf of Michael James )
  - 2.2 CA2 Complimentary Membership Extension (Jen Netsch )
  - 2.3 CA3: Elevate to Full Membership (Mark R Millsap )
- 3 Prior minutes
- 4 Officer Reports:
  - 4.1 Chairman
  - 4.2 Secretary
  - 4.3 Treasurer
- 5 Member Reports:
- 6 Committee Reports:
  - 6.1 New Member Orientation Committee (Chairperson Jessee Maloney)
  - 6.2 Membership Committee (Chairperson Mark R Millsap)
  - 6.3 Social Outreach Committee: (Chairperson Jessee Maloney)
  - 6.4 Leesburg Facility Committee (Chairperson Brad Hess)
  - 6.5 Purcellville Facility Committee (Chairperson Tom Hill)
  - 6.6 Scheduling Committee (Chairperson Diane DeMott Painter)
  - 6.7 Special Projects Committee (Chairperson Mike Werling)
  - 6.8 Welding Committee (Chairperson Arthur 'Skip' Smith)
  - 6.9 Ceramics Committee (Chairperson Jen Netsch)
  - 6.10 Newsletter Committee (Chairperson Erin Werling)
  - 6.11 Video Committee (Chairperson Adam "Squirri" McClintock )
  - 6.12 IT Committee
- 7 Old Business:
  - 7.1 None
- 8 New Business:
  - 8.1 NB1 Formation of a Video Committee (Adam "Squirri" McClintock )
  - 8.2 NB2 Purchase New Sewing Machines for the Leesburg Location (Jessee Maloney )
  - 8.3 NB3 New Rule: All new members are required to take New Member Orientation ( Jessee Maloney on behalf of the New Member Orientation Committee)
  - 8.4 NB4 Petition of Geoff Duckworth for consideration of reinstatement of Full Membership (Mark R Millsap )
- 9 Adjournment
- 10 Minutes:
  - 10.1 NB2 Purchase New Sewing Machines for the Leesburg Location (Jessee Maloney )
  - 10.2 NB3: New Rule: All new members are required to take New Member Orientation ( Jessee Maloney on behalf of the New Member Orientation Committee)
  - 10.3 NB4 Petition of Geoff Duckworth for consideration of reinstatement of Full Membership (Mark R Millsap )
  - 10.4 Executive Session:
- 11 Action Items:
- 12 Approved Spending Tracking:

## Time and Location:

October 30, 2019 at 7:00PM at 785 S.20th . Street, Purcellville, 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 Form IT Committee (Brandon Bullis on behalf of Michael James )

**Problem:** IT Committee would like to be a formal committee. Members included: James Waldron, Ralph Purgh, Jen Chu, Tom McHugh, John Dubelko, Ed Gabb, Don Netsch, Squirrel, Josh Spain, Anthony Lesink,

**Solution:** Form IT Committee

**Relevance to our tax exempt status:** n/a

**Motion:** Motion to form IT Committee and appoint Michael James as Chairperson

### CA2 Complimentary Membership Extension (Jen Netsch )

**Problem:** Don & Jen Netsch's complimentary membership ends 10/31

**Solution:** Approve 3 month extension. Jen is back from her hiatus and will continue working with Orientation Committee at meetings and orientations (and also with Jessee on training and completion of ID cards) and Ceramics Committee setting up space for upcoming classes. Once Don gets a full time job, when he is not required to work weekends, he will be available more to assist with welding, IT and woodworking.

**Relevance to our tax exempt status:** None

**Motion:** Approve extension

### **CA3: Elevate to Full Membership ([Mark R Millsap](#) )**

**Problem:** People want to become full members

**Solutions:** grant full membership to applicants

**Relevance to our tax exempt status:** None

**Motion:** Grant David Lang full Membership

## **Prior minutes**

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[2019-09-25 Meeting of the Board of the Directors - Agenda/Minutes \(Closed\)](#)

## **Officer Reports:**

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**Chairman**

**Secretary**

**Treasurer**



2019 -09 Fin Report.pptx

Financial Statement

## **Member Reports:**

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## **Committee Reports:**

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### **New Member Orientation Committee (Chairperson [Jessee Maloney](#))**

Minutes from 10/09/2019 where we met at the Brunswick Library

Members present:

- Jessee
- Ed

Agenda:

- We went over the Makersmiths event schedule and scheduled our own New Member Orientations for both October and November. We made sure to have a weekend Leesburg one and a weeknight one in Purcellville for October and then the opposite for November.

Upcoming orientation dates:

- Weds October 23rd 7-8:30pm at MS-P / Ed will be running it
- Sunday October 27th 1-2:30pm at MS-L / Jessee will be running it
- Saturday November 2nd 11am-12:30 at MS-P / Jessee will be running it
- Weds November 20th 7-8:30 at MS-L / Ed will be running it

Next meeting is the second Weds in November, specifically the 13th at 7pm.

### **Membership Committee (Chairperson [Mark R Millsap](#))**

5 Signs being made. Question with "Makersmiths" as the answer

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

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

Got rid of copier, robot and plotter

plan to empty electronics out of the basement

November meeting to plan for a vote on what to do with basement space

HVAC update

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

Blacksmithing is up and running, classes are starting

Framing shop is being worked

### **Scheduling Committee (Chairperson [Diane DeMott Painter](#))**



2019-10-23 Sched...ttee Minutes.doc

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

### **Welding Committee (Chairperson [Arthur 'Skip' Smith](#))**

Jim ran a couple sign-offs. Many thanks!

Working on getting a regular schedule for classes. Aiming for 2 project classes and 2 signoff session in November. Looking for ideas for projects. Feel free to contact me or Jim.

### **Ceramics Committee (Chairperson [Jen Netsch](#))**

Progress had been stalled by lack of interested teachers for classes. New interest expressed by Julie Borneman to help with initial classes focused on holiday ornaments. Will begin purchasing basic supplies (with previously approved funds) needed for these classes after meeting with Julie this week. Also scheduling first meeting of committee for early November to brainstorm and set up space for classes.

## Newsletter Committee (Chairperson [Erin Werling](#))

Newsletter was sent out using information collected from the member meeting, SLACK and more.

## Video Committee (Chairperson [Adam "Squirrl" McClintock](#) )

Minutes from 10/17/2019 where we met at MSL

Members present:

- Squirrl (Adam McClintock)
- Jason Gilligan
- Craig Selwitz
- Jesse Maloney
- Chris Horn
- Vickie McClintock

Agenda:

- [Link to meeting notes.](#)

Completed Actions:

- Deletion of the old Makersmiths YouTube channel - Squirrl with help from Pat
- Creation of a new Makersmiths YouTube Brand account/channel - Squirrl
- Creation of a sharedrive for video assets - Squirrl/Michael James
- Formal request to the board to be considered as an official committee - Squirrl
- Met and roadmapped Intro and Outro video sequences - Squirrl and committee

High Level Task Roadmap:

Shoot and Publish to YouTube:

- ☐ MSP and MSL Tours - preproduction - Craig Selwitz/Jessee Maloney
- ☐ MSP BS Shop Red Tool Training - unscheduled - Squirrl/Dave Painter
- ☐ MSL Laser Refresher series - unscheduled - Jesse/John Dubelko
- ☐ MSP Wood Shop Red Tool Training - unscheduled - Squirrl/Dave Painter

Asset Creation:

- ☐ Shoot, edit and publish to Gdrive Intro and outro sequences for all Makersmiths branded videos - in process - entire committee
- ☐ Develop intro to Makersmiths video creation class - in process - Jason Gilligan
- ☐ Develop video editing class - in process - Jason Gilligan
- ☐ Develop video submission SOP - in process - entire committee

Next meeting scheduled: TBD.

## IT Committee

Minutes from 10/29/2019 where we met at MS-L

Members present:

- Joshua Spain
- Jennifer Chu
- Michael James

Agenda:

- We went over the Task List and determined areas where we needed to add or items that have been completed.
  - Items to add
    - PDQ Deploy - Need a better system, Desktop or server. Current Laptop is way too slow.
    - Upgrade/Change Firewalls to include a VPN between MS-L and MS-P
    - Upgrade/Update/Change Wi-Fi access to be secure, but easier to use and consistent between MS-L and MS-P
  - Items completed
    - PDQ Deploy has packages for all software
    - Included License information in deployment packages (vCarve was a big one)

- Fusion 360 Lab Edition was updated
    - Fusion 360 Update Batch Script Deployment created
  - Items In progress
    - Laptops
      - Monthly Microsoft Updates are a HUGE effort to keep up with. Working on methods for making it faster. (Local WSUS Server)
      - PDQ Deployment Packages are ready to go. We need to remove some software put on there so we can put consistent packages on each one.
    - New HP Plotter - No Progress on cleaning heads.
    - Old Plotter - Gone
    - Dell Server - Found and installed RAM. No tests past that.
    - HP Z200 Desktop - Installed 320Gb Drive and installed Win10. Future PDQ Server.
- Request for Funds
  - Firewalls for MS-L and MS-P
    - Didn't check Tech Soup, but looking for something similar to
    - Firewall Micro Appliance With 4x Gigabit Intel LAN Ports, 4GB RAM / 16GB mSATA - \$259 each - Amazon

Upcoming meeting dates:

- Tuesday November 5th 7:00pm to 9:00pm at MS-L
- Tuesday November 19th 7:00pm to 9:00pm at MS-L

Note that IT Committee Members are empowered to complete items on the Task List at any time

## Old Business:

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None

## New Business:

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### NB1 Formation of a Video Committee(Adam "Squirrl" McClintock )

**Problem:** Lack of centralized control of video content for the organization as a whole. No one to drive creation of content.

**Solution:** Creation of a video committee with Squirrl as chair. This committee will drive creation of content and create standards and practices around creation and posting of Makersmiths video content. Additional members: Jason Gilligan, Diane Painter, Jesse Maloney, Craig Selwitz, Skip Smith.

**Relevance to our tax exempt status:** None

**Proposed Motion:** motion to move that the proposed committee be established and appoint Adam "Squirrl" McClintock Chairperson.

### NB2 Purchase New Sewing Machines for the Leesburg Location (Jessee Maloney )

**Problem:** All of the sewing machines we have on hand, with the exception of the straight stitch singer in the cabinet, are beyond repair. We get asked regularly about sewing classes and Jesse and Chris are willing to teach some if we had the equipment.

**Solution:** Buy 4 machines either in the lower range or mid-lower range price. Depending on what the board is comfortable with. Currently on amazon they have a Janome Mod-19 for \$154.99 a piece which would be a low end starter machine ([https://www.amazon.com/Janome-Machine-Stitches-Automatic-Threader/dp/B01BKRX7G0/ref=sr\\_1\\_11](https://www.amazon.com/Janome-Machine-Stitches-Automatic-Threader/dp/B01BKRX7G0/ref=sr_1_11)), and then we would need a few extra walking feet (allows for thicker materials and no skipped stitches) which are \$20 per machine. If we have extra \$, there is an Ever Sewn brand machine with more metal parts than the low end Janome and comes as a full kit with storage case, walking foot, extra bobbins & needles for \$350 ([https://www.amazon.com/Ever-Sewn-Sparrow-25-Computerized/dp/B076VPDV44/ref=sr\\_1\\_6](https://www.amazon.com/Ever-Sewn-Sparrow-25-Computerized/dp/B076VPDV44/ref=sr_1_6))

A third option is buying wholesale from a shop i have connections with online. Pink Castle Fabrics and the owner is Brenda Ratcliff. They are willing to do 4 machines that normally run at \$450 a piece for \$300 a piece (<https://www.janome.com/machines/sewing/sewist-725s/>).

Please note that the average cost of a NICE machine is over \$1200 (mine all range \$4,000 and above), so these are all good prices.

My plan is to have a dozen or so sewing classes in the next 4-6 months to pay back the purchase of these machines. With a walking foot attachment included, I can teach basic patchwork, basic clothing, how to quilt, how to add a zipper and much much more. I can get more out of each class when the student isn't bringing in their own machine. We lose close to an hour and a half each time just trying to get each students machines set up. bonus: people who don't have machines can still take a class.

**Relevance to our tax exempt status:** None

**Motion:** Approve Purchase of either a few cheaper machines or a few slightly more expensive ones.

### NB3 New Rule: All new members are required to take New Member Orientation ( Jessee Maloney on behalf of the New Member Orientation Committee)

**Problem:** Not everyone is taking the orientations

**Solution:** Change the requirements again. Keep the rule about needing orientation to be a full member, but add on that brand new members should take it as well. We really need to get everyone checked off. I'm wondering if we shouldn't give out SLACK logins until they take the orientation? Maybe something along those lines? We can try and add 3 each month if that helps.

**Relevance to our tax exempt status:** n/a

**Motion:** Require ALL new members need to take the orientations soon after joining.

## **NB4 Petition of Geoff Duckworth for consideration of reinstatement of Full Membership (Mark R Millsap )**

**Problem:** Membership has been suspended for non-compliance with Makersmiths policies and rules.

**Solution:**

**Relevance to our tax exempt status:** None

**Motion:** I motion that after hearing petition of Geoff Duckworth that the Board go into closed door session after New Business but prior to Adjournment of meeting to discuss and decide.

## **Adjournment**

## **Minutes:**

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==Minutes==

7:00PM Call to Order

**Attendance:**

Name	Position	Board Class	Roll Call
Brad Hess ( <a href="#">Brad Hess</a> )	Board Member, Chairperson	2	Excused
Brandon Bullis ( <a href="#">Brandon Bullis</a> )	Board Member, Secretary	1	Present
Dave Painter ( <a href="#">David Painter</a> )	Board Member	3	Present
James Waldron ( <a href="#">James Waldron</a> )	Board Member	2	Present
Mark Millsap ( <a href="#">Mark R Millsap</a> )	Board Member	3	Present
Erin Werling ( <a href="#">Erin Werling</a> )	Board Member	1	Present
Michael James ( <a href="#">Michael James</a> )	Board Member	1	Present

**Dave Painter served as Chairman in Brad's Absence**

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

The 3 Consent Agenda Items passed by consensus

**\*\*OLD BUSINESS\*\***

None

**\*\*NEW BUSINESS\*\***

## **NB1 Formation of a Video Committee([Adam "Squirrl" McClintock](#) )**

- AS WRITTEN: motion to move that the proposed committee be established and appoint [Adam "Squirrl" McClintock](#) Chairperson.
- DISCUSSION: none
  - Speaker1:
  - Speaker2:
- Motion: motion to move that the proposed committee be established and appoint [Adam "Squirrl" McClintock](#) Chairperson.
  - Proposed by : Painter
  - Seconded by : Bullis
- Call for vote
  - In favor: Painter, Bullis, Milsap, Werling, James, Waldron
  - Opposed: None
  - Abstain: None
  - Motion Pass/Fail: PASSED

## **NB2 Purchase New Sewing Machines for the Leesburg Location ([Jessee Maloney](#) )**

- AS WRITTEN:
- DISCUSSION:
  - Speaker1: Bullis, this is not an actionable motion.
  - Speaker2: Painter agreed with Bullis
- Motion: Approve Purchase of either a few cheaper machines or a few slightly more expensive ones.
- Proposed by :
- Seconded by :

-Motion Failed to reach vote. Item pushed to Usual Suspects meeting to further develop and may be brought back to board at a later date for consideration.

## **NB3: New Rule: All new members are required to take New Member Orientation ([Jessee Maloney](#) on behalf of the New Member Orientation Committee)**

- AS WRITTEN:
- DISCUSSION:
  - Speaker1: : Waldron and Painter pointed out its already a Standing Rule that members are required to take New Member Orientation.
  - Speaker2: Bullis stated that the board always ensure applicants for Full Membership have taken New Member Orientation before voting.
  - Speaker3: New Membership Committee Representative agreed with Waldron, Painter and Bullis.

MOTION FAILED TO REACH VOTE

## **NB4 Petition of Geoff Duckworth for consideration of reinstatement of Full Membership ([Mark R Millsap](#) )**

AS WRITTEN: motion to move that the proposed committee be established and appoint [Adam "Squirrl" McClintock](#) Chairperson.

- DISCUSSION: none
- Speaker1: Geoff Duckwork introduced himself and his father. They explained how they wanted to use the space.
- Speaker2:
- Motion: I motion that after hearing petition of Geoff Duckworth that the Board go into closed door session after New Business but prior to Adjournment of meeting to discuss and decide.
  - Proposed by : Millsap
  - Seconded by : Painter
- Call for vote
  - In favor: Painter, Bullis, Milsap, Werling, James, Waldron
  - Opposed: None
  - Abstain: None

### Executive Session:

- Motion: Motion to grant Geoff Duckworth full Membership
  - Proposed by : Painter
  - Seconded by : Bullis
- Call for vote
  - In favor: Painter, Bullis, Werling, James, Waldron
  - Opposed: Millsap
  - Abstain: None
- Motion Pass/Fail: PASSED

Next meeting set for November 27, 2019 at 7:00PM at 106 Royal Street NE, Leesburg, VA

9:03PM Meeting called to close

## Action Items:

Status	Item Description	Responsible Party
<input type="checkbox"/>		
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## Approved Spending Tracking:

Amount	To	From