2019-12-01 Meeting of the Board of the Directors - Agenda /Minutes (CLOSED)

- 1 Time and Location:
- 2 Consent Agenda
  - 2.1 CA1 Move date for December 2019 Board Meeting (Brandon Bullis)
  - 2.2 CA2 Complimentary Membership Renewal (John Dubelko)
  - 2.3 CA3 Full Membership Application (John Dubelko)
- 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 (ChairpersonMark 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) see attached
  - 6.7 Special Projects Committee (Chairperson Mike Werling)
  - 6.8 Welding Committee (Chairperson Arthur 'Skip' Smith)
  - 6.9 Newsletter Committee (Chairperson Erin Werling)
  - 6.10 Blacksmithing Committee (Chairperson Adam "Squirrl" McClintock)
  - 6.11 IT Committee (Chairperson Michael James)
- 7 Old Business:
  - 7.1 None
- 8 New Business:
  - 8.1 NB1 Formation of an Environmental and Safety Committee (David Lang Allon Stern)
  - 8.2 NB2 Approve a Custom Frame Shop @Anthony Lesink
  - 8.3 NB3 Frame Shop Committee
  - 8.4 NB4 Welding Shop Policy (James Waldron)
- 9 Adjournment
- 10 Minutes:
  - 10.1 **NEW BUSINESS** NB1 Formation of an Environmental and Safety Committee - AS WRITTEN: Approve the committee and appoint David Lang as chairperson (see proposal) - DISCUSSION: - Speaker1: - Speaker2: - Motion: Approve the formation of the Environmental and Safety Committee and appoint David Lang as Chairperson - Proposed by user-eefcb - Seconded by David Painter -Call for vote - In favor: Brad Hess , Brandon Bullis David PainterJames Waldron Erin Werling Michael James - Opposed: none - Abstain: none - Motion Pass/Fail: PASS
  - 10.2 NB2 Approve a Custom Frame Shop (David Lang)
  - 10.3 NB3 Frame Shop Committee
  - 10.4 NB4 Welding Shop Policy (James Waldron)
  - 10.5 NB5 Move equipment from Painters to MSP
- 11 Action Items:
- 12 Approved Spending Tracking:

Time and Location:

December 1, 2019 at 5:30PM 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 Move date for December 2019 Board Meeting (Brandon Bullis)

Problem: The December Board meeting is currently scheduled for Christmas day.

Solution: Move Board Meeting forward one week to December 18, 2019.

Relevance to our tax exempt status: n/a

Proposed Motion: Motion to move the December 2019 Meeting of the Board of Directors to December18, 2019 7:00PM at 785 S. 20th . Street, Purcellville, VA

CA2 Complimentary Membership Renewal (John Dubelko)

Problem: Chris Hom complimentary membership is up for renewal. He has asked for another three months in return for the items he agreed to in the original application.

Solution: He has more than fulfilled the original agreement and recommend another three months

Relevance to our tax exempt status:

Motion: Renew Chris Hom's complimentary membership for another 3 months to March 6, 2020.

CA3 Full Membership Application (John Dubelko)

Problem: Ms Caryn Cozzolino would like to move up to full member. She writes " I've always been creative. Kind of a jack of all trades and master of none. I am heavily drawn to metal work but with little to no experience. I took oxy/acetylene one Summer and LOVED it. I bought a very nice Mig welder for my Jeep project but have failed to make nice welds. So I am interested in proper use of a Mig welder and in the process learn even more about welding. I have an an X-Carve CNC with a 3.8K JTech laser. I am learning to use software so that is a huge learning curve for me, but the more you practice the easier it will become. The time is right because I will be retiring here within the next month or so and I will be jobless and kidless during the day. I am a team player and enjoy giving and receiving direction and knowledge. I am also excited to meet like minded people who mostly drive their spouses crazy with their need to be creative. So let's roll!

Solution: Upgrade her

Relevance to our tax exempt status:

Motion: Approve Ms Caryn Cozzolino for full membership.

Prior minutes

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

Officer Reports:

Chairman

Secretary

Treasurer

Financial Statement

Member Reports:

Committee Reports:

New Member Orientation Committee (Chairperson Jessee Maloney)

New Member Orientation Meeting Minutes from 11/13/2019

Chairman: Jessee Maloney

Members present:

- Jessee
- Jen
- Mark

Agenda:

- Chose dates for December 2019 & January 2020
  - Weds, December 11th 7-8:30pm in Leesburg (Mark)
  - Weds, December 11th 7-8:30pm in Purcellville (Jen + one more needed)
  - Saturday, December 28th 11:30am-Noon in Purcellville (Jessee)
  - Weds, January 15th 7-8:30 in Leesburg (Jessee)
  - Saturday, January 25th 11:30-Noon (Jen + one more needed)
  - “On Demand Orientations” are welcome if there is an uptick in new members. We would need at least a week in advance.
- Lure members to Monthly member meeting with promises of tshirts?
- - OR - Possibly discontinue giving away t-shirts.
  - Maybe sell them?
  - Or offer to teachers to wear while teaching?
- Show Jen badge printing Friday, Nov 22nd
- Discussed keeping all of the up to date orientation slides and member photos in folders on gsuite
- set up both Ed and Anthony with makersmiths email address so they could access the slides and add member photos

Slide Additions:

- mention new committee (Membership committee/ Mark, Environmental & Safety
- Add stewards to slides

Future Meeting Agenda Notes:

- Go over Wild Apricot app with ED and Jen

Next meeting Weds December 4th @6:30pm in Leesburg before the Monthly Member Meeting, with a possibility of skipping December due to how crazy the holiday season is. Will discuss further through SLACK.

Membership Committee (ChairpersonMark R Millsap)

Social Outreach Committee: (Chairperson Jessee Maloney)

Leesburg Facility Committee (Chairperson Brad Hess)

Purcellville Facility Committee (Chairperson Tom Hill)

Scheduling Committee (Chairperson Diane DeMott Painter)
see attached

Special Projects Committee (Chairperson Mike Werling)

Welding Committee (Chairperson Arthur 'Skip' Smith)

Newsletter Committee (Chairperson Erin Werling)

Blacksmithing Committee (Chairperson Adam "Squirrl" McClintock)

IT Committee (Chairperson Michael James)

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 Comittee Members are empowered to complete items on the Task List at any time

Video Committee (Chairperson Adam "Squirrl" McClintock)

Old Business:

None

New Business:

NB1 Formation of an Environmental and Safety Committee (David Lang Allon Stern)

Problem: Makersmiths does not have an oversight committee for environmental and safety issues

Solution: Form a committee responsible for the development of environmental and safety policy, process, and procedure

Relevance to our tax exempt status: Environmental awareness and safety are elements of public trust in 501(c)3 organizations

Proposed Motion: Approve the committee and appoint David Lang as chairperson (see proposal)

NB2 Approve a Custom Frame Shop @Anthony Lesink

Problem: Makersmiths does not have a custom frame shop

Solution: Renovate the lower building space at MS-P for framing.

Relevance to our tax exempt status: Training in the arts.

Proposed Motion: Approve the attached proposals.

NB3 Frame Shop Committee

Problem: Makersmiths needs a Frame Shop Committee

Solution: Find 3 people and form a Frame Shop Committee

Relevance to our tax exempt status: n/a

Proposed Motion: Approve formation of Frame Shop Committee and appoint @Anthony Lesink as Chairperson

NB4 Welding Shop Policy (James Waldron)

Problem: Welding shop Policy link : https://drive.google.com/open?id=1jq9iiNo7W0MBUioWA6TxBYKra32DvofC

Solution: Write and adopt Welding Shop Policy

Relevance to our tax exempt status: None

Proposed Motion: Approve modified Welding Shop Policy

NB5 Move equipment from Painters to MSP

Problem: Makersmiths equipment is located at the Painter residence and needs to be moved to MSP. The equipment is heavy and requires flat bed tow truck to move.

Solution: Allocate up to $300 to move the equipment from Painters to MSP

Relevance to our tax exempt status: n/a

Proposed motion: Allocate up to $300 to move the equipment from Painter residence to MSP

Adjournment

Minutes:

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5:30PM Call to Order
Attendance:

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

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

****OLD BUSINESS****

None

NEW BUSINESS

NB1 Formation of an Environmental and Safety Committee

- AS WRITTEN: Approve the committee and appoint David Lang as chairperson (see proposal)
- DISCUSSION:
- Speaker1:
- Speaker2:
- Motion: Approve the formation of the Environmental and Safety Committee and appoint David Lang as Chairperson
- Proposed by user-eefcb
- Seconded by David Painter
-Call for vote
- In favor: Brad Hess , Brandon Bullis David PainterJames Waldron Erin Werling Michael James
- Opposed: none
- Abstain: none
- Motion Pass/Fail: PASS

NB2 Approve a Custom Frame Shop (David Lang)

- AS WRITTEN: Approve the attached proposals.
- DISCUSSION:
- Speaker1: Brad Hess expressed support for a frame shop but requested a phased approach plan for building out frame shop
- Speaker2: David Painter expressed support but had concerns about requested budget

-Speaker 3: Brandon Bullis expressed support but had questions and concerns about ability to support funding request and also had concerns about revenue model of a frame shop

There was general support for building out the frame shop but Board is requesting a revised plan be developed that is a phased approach to see what is the minimum it would take to stand up the frame shop initially and then a plan to add "like to have" items as the shop matures.

NO CALL TO VOTE

NB3 Frame Shop Committee

As Written Motion: Approve formation of Frame Shop Committee and appoint David Lang as Chairperson

- DISCUSSION:
- Speaker1:
- Speaker2:
- Motion: Approve the formation Frame Shop Committee and appoint @Anthony Lesink as Chairperson
- Proposed by user-eefcb
- Seconded by David Painter
-Call for vote
- In favor: Brad Hess , Brandon Bullis David PainterJames Waldron Erin Werling Michael James
- Opposed: none
- Abstain: none
- Motion Pass/Fail: PASS

NB4 Welding Shop Policy (James Waldron)

As Written Motion: Approve modified Welding Shop Policy

- DISCUSSION:
No questions or comments.
- Motion: Approve modified Welding Shop Policy detailed in attached document
- Proposed by Brad Hess
- Seconded by David Painter
-Call for vote
- In favor: Brad Hess , Brandon Bullis David PainterJames Waldron Erin Werling Michael James
- Opposed: none
- Abstain: none
- Motion Pass/Fail: PASS

NB5 Move equipment from Painters to MSP

As written motion: Allocate up to $300 to move the equipment from Painter residence to MSP

- DISCUSSION:
No questions or comments.
- Motion: Allocate up to $300 to move the equipment from Painter residence to MSP
- Proposed by Brad Hess
- Seconded by Brandon Bullis
-Call for vote
- In favor: Brad Hess , Brandon Bullis David PainterJames Waldron Erin Werling Michael James
- Opposed: none
- Abstain: none
- Motion Pass/Fail: PASS

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Next meeting set for December18, 2019 7:00PM at 785 S. 20th . Street, Purcellville, VA

7:33PM Meeting called to close

Action Items:

Status	Item Description	Responsible Party
☐		
☐		
☐		
☐		
☐		

Approved Spending Tracking:

Amount	To	From
$300	Moving Expenses	General