

# 2021-09-19 Meeting notes

## Date

19 Sep 2021 7:00PM-7:15 ONLY CHAIR ATTENDED, MEETING ADJOURNED AT 7:15

## Attendees

- [Jessee Maloney](#) - Absent
- [user-eefcb](#) - Absent
- [Jonathan White](#) - Absent
- Julien Tricheaux - Absent
- [Scott Newman](#) - Present

## Goals

## Discussion items

Time	Item	Who	Notes
			ONLY CHAIR ATTENDED, MEETING ADJOURNED AT 7:15
	Approve previous meeting minutes		
	Resignations		<ul style="list-style-type: none"><li>• David Lang has resigned from the committee, citing scheduling conflicts. We thank David for his service and welcome him back if his schedule allows in the future.</li><li>• Scott Newman has announced his resignation as Chair of the committee, effective October 17, due to insufficient bandwidth to perform the duties. He is willing to continue to serve as a member of the committee at the pleasure of the new Chair.</li></ul>
	Bluemont Fair		We successfully exhibited at the Bluemont Fair. We gathered contact information for almost 60 people and handed out hundreds of flyers, brochures, and cards. Shout out to Ralph Pugh, Jessee Maloney, and especially Bill Wotowiec (who staffed both days all day at the Bluemont Fair). We met a lot of folks, talked ourselves hoarse, and hopefully spread the good word about Makersmiths far and wide! Their effort and support are appreciated! Thank you!
	Analytics review		
	Hackathon update		
	Flyers /Brochures		
			<ul style="list-style-type: none"><li>• We should undertake an effort to review the entire thing with a marketing eye, and determine if any additional changes are required. Suggestions include:<ul style="list-style-type: none"><li>◦ Ceramics - change to Ceramics and Glass ? (Glass limited to slumping and fusing I know, but glass work of this type is quite popular.)</li><li>◦ Any chance we could add a blurb about Blacksmithing? It seems to be real popular and a big draw. - Jim?</li><li>◦ Combine Metal Shop, Welding, and Blacksmithing into one section? - Jim?</li><li>◦ The three things that were effective about the brochures at the Bluemont Fair were the Open Houses, the maps, and the membership information. The one question we got repeatedly was about classes.</li><li>◦ Other ideas?</li></ul></li><li>• This can be a future item, just getting it on the radar here.</li></ul>
	Demo Days		

Marketing email collection and distribution		<ul style="list-style-type: none"> <li>• What should we do with WaiverForever info <ul style="list-style-type: none"> <li>◦ Add to WA? We are currently at 1562/2000 contacts allowed in our subscription</li> <li>◦ Follow up effort?</li> <li>◦ Enter info from manual waivers to Waiver Forever? <ul style="list-style-type: none"> <li>▪ Is this allowed/legit?</li> <li>▪ Do we allow manual waivers?</li> <li>▪ We require all members to have a current WaiverForever entry.</li> </ul> </li> <li>◦ Do we actually require Waivers for Tours/Open Houses? Do we actually require contact info for tours/open houses? What will we do with this info? <ul style="list-style-type: none"> <li>▪ Contacts subscription form? What is the difference then between Contacts and Guest Subscribers?</li> </ul> </li> <li>◦ Hand out cards/flyers at open houses inviting people to take the next step and sign up for Guest Subscription or a Membership?</li> <li>◦ Do we have Waivers for all members? Can we make this part of the sign-up process?</li> <li>◦ Clean up the Wild Apricot data and archive the unsubscribed members to reduce our contact usage.</li> <li>◦ Do we send too many emails? Should we have a weekly summary email to Guests, rather than all the individual Event Announcements.</li> </ul> </li> </ul>
Style and Branding Guide review /update		<ul style="list-style-type: none"> <li>• This is a future project that I wanted to add to the Round Tuit list.</li> </ul>
Schedule next meeting		<ul style="list-style-type: none"> <li>• Would normally be on the Second Sunday BEFORE Board meetings at 7:00PM. For next month that would be Sunday, October 17 at 7PM.</li> </ul>

## Action items

