

2022-04-27 Meeting of the Board of Directors

- 1 Time and Location:
- 2 Call to Order:
- 3 Approval of Prior Minutes
- 4 Officer Reports
 - 4.1 Chairperson:
 - 4.2 Secretary:
 - 4.3 Treasurer:
- 5 Committee Reports:
 - 5.1 Membership Committee (Scott Newman)
 - 5.2 Marketing Committee (Chuck Whitacre)
 - 5.3 Website Committee (Jessee Maloney)
 - 5.4 Leesburg Facility Committee (Jessee Maloney)
 - 5.5 Purcellville Facility Committee (Tom Hill)
 - 5.6 Scheduling Committee (John Dubelko)
 - 5.7 Newsletter Committee (Melissa Kowalski)
 - 5.8 IT Committee (Michael James)
 - 5.9 Video Committee (Squirrl McClintock)
 - 5.10 Custom Frame Shop Committee (Anthony Lesink)
 - 5.11 Maintenance Committee (Dave Painter)
 - 5.12 Future Planning Committee (Jim Waldron)
 - 5.13 Special Projects Committee (OPEN)
 - 5.14 Lease Committee (TBD)
- 6 Unfinished Business
- 7 New Business
 - 7.1 NB1: Proposed Leesburg Lease (Scott Newman)
 - 7.2 NB2: Filing of IRS 990 (John Dubelko)
- 8 Open Discussion
- 9 Adjournment

Time and Location:

April 27, 2022 starting at 7:00

Call to Order:

Meeting called to order by Dave Painter at 7:06.

Board/Officer Name	Position	Term	Attendance (Y/N)
Brad Hess	Board Member	2019-2022	Y
Bev Murdock	Board Member	2021-2024	Y
Dave Painter	Board Member, Chairperson	2020-2023	Y
James Waldron	Board Member	2019-2022	Y
Jonathan White	Board Member, Secretary	2020-2023	Y
Scott Newman	Board Member	2021-2024	Y
Mike DeWan	Board Member	2021-2024	Y
John Dubelko	President	2020-2021	Y
Mary Waldron	Treasurer	2020-2021	Y

Consent Agenda

Any Board Member may make a motion in the Consent Agenda. The purpose of the Consent Agenda is to propose motions that have been discussed by Board Members in advance and/or are expected to pass without objection. If the item does not fit this description, it should be proposed in New Business. Discussion of Consent Agenda items should be done via Slack prior to the meeting. Any Board Member present at the meeting may request that an item be moved from the Consent Agenda to New Business. The motions in the Consent Agenda (after any items are moved to New Business) may be passed as a group if there are no objections. **The cut-off time for addition to or revision of a Consent Agenda motion is 48 hours prior to the meeting.** Any motion that requests spending \$250 or more must include a section on "Relevance to our tax exempt purpose".

No Consent Agenda items this month.

Approval of Prior Minutes

Vote: Motion carries by voice vote.

Officer Reports

Chairperson:

No report this month.

Secretary:

No report this month.

Treasurer:



2022-3-31.pptx

Committee Reports:

Membership Committee (Scott Newman)



Board Membership...Apr 20220420.pdf

Marketing Committee (Chuck Whitacre)

Scott gave a Marketing Committee update.

Website Committee (Jessee Maloney)

Jessee gave a Website Committee update

Leesburg Facility Committee (Jessee Maloney)

Jessee gave a Leesburg Facility Committee update.

Purcellville Facility Committee (Tom Hill)

- Frame shop moving along; floor recently painted
- Welding shop being re-arranged to make four workstations
- Concrete being considered for the last bay, based on cost and utility
- Purcellville Arts and Music Festival on 30 April; signup for shifts
- Looking forward to open house on 4 May

Scheduling Committee (John Dubelko)

John gave a Scheduling Committee update.

Newsletter Committee (Melissa Kowalski)

- The newsletter comes out the last day of each month
- If the board or any of the committees would like to add anything to the newsletter, please email or send a message on slack with the content to Melissa
- If anyone sees a story they think should be covered, please contact Melissa

IT Committee (Michael James)

John Dubelko gave an IT Committee update.

Video Committee (Squirrl McClintock)

- Nothing new to report in the last month. No videos submitted for publication to Youtube. No significant engagement on any of our existing videos. Current Youtube subscriber count is 204.

Custom Frame Shop Committee (Anthony Lesink)

- April 20th - The floor has been painted and is in the process of sealing, should be done this week. After that, we'll just need to build some tables and then get the equipment setup. I'm still very strapped for time, so if there's anyone else interested in stepping up as chair or co-chair that'd help as well.

Maintenance Committee (Dave Painter)

Dave Painter gave a Maintenance Committee update.

Future Planning Committee (Jim Waldron)

Jim gave a Future Planning Committee report.

Special Projects Committee (OPEN)

No special projects report.

Lease Committee (TBD)

Scott Newman gave a committee update.

Unfinished Business

No Unfinished Business this month.

New Business

NB1: Proposed Leesburg Lease ([Scott Newman](#))

Issue: Leesburg Lease is due to expire June 30, 2022 and needs to be renewed.

Solution: The Lease committee has drafted a proposed follow-on lease that was posted in the #boardtalk channel for director review.

Relevance to Tax Exempt Status: None

Motion: Move to approve the proposed Leesburg lease renewal as presented to the Board, Redline/Markup and Final copy posted to #boardtalk by Scott Newman on 2022-04-20.

Motion seconded.

Motion passed by voice vote.

NB2: Filing of IRS 990 ([John Dubelko](#))

Issue: The 2021 IRS 990 should be filed by May 15, 2022. This is part of maintaining the organization's IRS 501(c) 3 status.

Solution: The Board should review and approve the 990 for filing.

Relevance to Tax Exempt Status: We may lose our 501(c) 3 status if not filed by the due date and there is a fine per day until it is filed.

Motion: Scott Newman moves that the Board approve the IRS 990 for 2021 and the President file the 990 with the IRS by May 15, 2022.

Motion seconded.

Motion carries by voice vote.

NB3: Printer/Copier at Leesburg ([Beverly Murdock](#))

Vote to waive 7 day notice requirement: Unanimous approval to waive 7 day notice requirement

Issue: Current printing/maintenance costs are going up each year on the printer/copier at Leesburg. A cost benefit analysis was provided to the board showing the current costs and several alternatives. The space is using about 7,000 B&W and 4,700 color over the last year.

Solution: The board review and approve a new printer/copier lease. This lease was provided to the board last week.

Relevance to Tax Exemption Status: none

Motion: Move that

- 1) The board approved a new lease contract with MP copiers.
- 2) The printer/copier line in the budget be set to the current expenditures from Jan to May 2022.
- 3) The same line from June through the end of the year be set to \$110 a month to cover the lease, taxes and overages.
- 4) Change standing rules to reflect members can print/copy at a flat fee of \$5 a month for up to 30 B&W or color one sided prints and \$0.10 per one sided print after the initial 30. A print is defined as a one sided print. Double sided prints would count as two prints.

Motion seconded.

Motion carries by voice vote.

Open Discussion

Jim Waldron - Availability of Raspberry Pis for machine access control project.

Discussion on new Board Members and those up for re-election.

Adjournment

Meeting adjourned by Dave Painter at 8:16.