

2022-09-28 Meeting of the Board of Directors

- 1 Time and Location:
- 2 Call to Order:
 - 2.1 Consent Agenda
 - 2.2 CA1: Waiver of 7-Day Notice (Jessee Maloney)
 - 2.3 CA2: Appointment of new Membership Committee Chairperson (Jessee Maloney)
- 3 Approval of Prior Minutes
- 4 Officer Reports
 - 4.1 Chairperson:
 - 4.2 Secretary:
 - 4.3 Treasurer:
- 5 Committee Reports:
 - 5.1 Membership Committee (Jen Barlev going forward)
 - 5.2 Marketing Committee (Jason Gilligan) - Jessee Maloney represented
 - 5.3 Website Committee (Maggie Toth) - Jessee Maloney represented
 - 5.4 Leesburg Facility Committee (Jessee Maloney)
 - 5.5 Purcellville Facility Committee (Tom Hill) - Dave Painter represented
 - 5.6 Scheduling Committee (Jennifer Chu)
 - 5.7 Newsletter Committee (Melissa Kowalski)
 - 5.8 IT Committee (Scott Silvers going forward)
 - 5.9 Video Committee (Squirri McClintock consolidated into marketing committee going forward)
 - 5.10 Custom Frame Shop Committee (Anthony Lesink) - Jonathan represented
 - 5.11 Maintenance Committee (Dave Painter)
 - 5.12 Special Projects Committee (OPEN)
- 6 Unfinished Business
 - 6.1 OB1: TITLE (Person Proposing)
- 7 New Business
 - 7.1 NB1: Committee Consolidation - Marketing and Video (Jessee Maloney)
 - 7.2 NB2: Motion to Waive 7 day requirement for jointer purchase (Jonathan White)
 - 7.3 NB3: 2nd Motion to Waive 7 day requirement for jointer purchase (Jonathan White)
- 8 Open Discussion
- 9 Adjournment

Time and Location:

7pm ET Virtual Meeting <https://meet.google.com/ica-fdvh-jje>

Call to Order:

Meeting called to order by Jonathan White at 7:05pm.

Board/Officer Name	Position	Term	Attendance (Y/N)
Brad Hess	Board Member	2022-2025	Y Joined 7:10pm (after consent agenda). Departed 7:28pm
Bev Murdock	Board Member, Secretary	2021-2024	Y
Dave Painter	Board Member	2020-2023	Y
Jessee Maloney	Board Member	2022-2025	Y
Jonathan White	Board Member, Chairperson	2020-2023	Y
Scott Newman	Board Member	2021-2024	Y
Mike DeWan	Board Member	2021-2024	Y
Casey "Squirri" McClintock	President	2022-2023	Y
John Dubelko	Treasurer	2022-2023	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".

CA1: Waiver of 7-Day Notice (Jessee Maloney)

Issue: There are several ministerial motions for the Board to consider, but they were not submitted by the deadline.

Solution: Waive the 7 day advance notice requirement

Relevance to Tax Exempt Status:

Motion: Move to waive the 7 day advance notice requirement and consider the ministerial motions that have been submitted

CA2: Appointment of new Membership Committee Chairperson (Jessee Maloney)

Issue: The Membership Committee currently lacks a chairperson, and the chair responsibilities are being juggled by a number of people

Solution: Jen Barlev has agreed to take on the position

Relevance to Tax Exempt Status: None

Motion: Move to appoint Jen Barlev as the Chair of the Membership Committee

CA3: Appointment of new IT Committee Chairperson (Jessee Maloney)

Issue: The existing chair of the IT committee (Michael James) does not have sufficient time available to continue in the position.

Solution: Scott Silvers, who is also acting as the 3D Printer Steward for Leesburg, is willing to take over.

Relevance to Tax Exempt Status: None

Motion: Move to appoint Scott Silvers as the Chair of the IT Committee

Consent Agenda carried by voice vote after approval of Waiver.

Approval of Prior Minutes

[2022-08-31 Meeting of the Board of Directors](#)

[2022-09-18 Special Meeting of the Board of Directors](#)

Vote: Motion to approve minutes carries by voice vote

Officer Reports

Chairperson:

Discussion on budget process to take place

Secretary:

None

Treasurer:

[August 31 2022 Treasurer Report](#)

Committee Reports:

Membership Committee (Jen Barlev going forward)

Marketing Committee (Jason Gilligan) - Jessee Maloney represented

Website Committee (Maggie Toth) - Jessee Maloney represented

Leesburg Facility Committee (Jessee Maloney)

Purcellville Facility Committee (Tom Hill) - Dave Painter represented

Scheduling Committee (Jennifer Chu)

Newsletter Committee (Melissa Kowalski)

IT Committee (Scott Silvers going forward)

Video Committee (Squirrl McClintock consolidated into marketing committee going forward)

Custom Frame Shop Committee (Anthony Lesink) - Jonathan represented

Maintenance Committee (Dave Painter)

Special Projects Committee (OPEN)

*Action to link to meeting minutes for future Board meetings

Unfinished Business

OB1: TITLE (Person Proposing)

Issue:

Solution:

Relevance to Tax Exempt Status:

Motion:

New Business

NB1: Committee Consolidation - Marketing and Video (Jessee Maloney)

Issue: There is a desire to reduce committees where there isn't enough activity for them to stand on their own.

Solution: There are synergies that can be realized by combining two existing committees into one (Video and Marketing)

Relevance to Tax Exempt Status: None

Motion: Move to consolidate the existing Marketing and Video committees into a single Marketing Committee chaired by Jason Gilligan.

Amendment: Move to consolidate the existing Marketing, Special Events, and Video committees into a single Marketing Committee chaired by Jason Gilligan.

Vote: Motion as amended carries by voice vote

NB2: Motion to Waive 7 day requirement for jointer purchase (Jonathan White)

Issue: Opportunity to purchase a jointer has arisen

Solution:

Relevance to Tax Exempt Status:

Motion: Move to waive 7 day requirement

Vote: Motion does not carry (majority not achieved)

NB3: 2nd Motion to Waive 7 day requirement for jointer purchase (Jonathan White)

Issue: Opportunity to purchase a jointer has arisen

Solution:

Relevance to Tax Exempt Status:

Motion: Move to waive 7 day requirement

Vote: Motion does not carry (majority not achieved)

Open Discussion

- Helical head jointer
- Budget Discussion included the items below:
 - Tool stewards collect information on existing tools, their remaining useful life, salvage, operating and maintenance costs, replacement costs
 - Develop an ongoing replacement plan
 - Do a business case
 - In some cases, may make sense to sell equipment earlier when it still has good salvage value
 - Discussion on merits of lease vs buy
 - Consider purposeful budgeting of capital for future facilities needs including replacement/consolidation of existing facilities some day
 - Consider a quarterly budget
 - Survey membership (both in facilities and out)
 - Look at what equipment is not being used
 - Develop a template for Google Docs to collect information room by room, with an deadline of next Board meeting
- Holiday Board Meeting Planning (possibly move December in future meeting)

Adjournment

Meeting adjourned by Jonathan White at 9:04pm