

# 2023-04-19 Meeting agenda/notes

## Date

19 Apr 2023

## Attendees

- [Scott Newman](#) -
- Dawn Martin
- Tim Cotter
- Peat Biby
- Jennifer Chu
- Scott Silvers
- Mark Millsap (8:20)

## Goals

- Provide forum for membership issues to be raised, discussed, and resolved

## Discussion items

Time	Item	Who	Notes
	Role call		
	Approve minutes of last meetings		<ul style="list-style-type: none"><li>• Do we have minutes from December (Jen Barlev said Jennifer Chu might have them)? No minutes</li><li>• Approve January minutes - approved</li><li>• Approve March minutes - approved</li></ul>
	April Board/May General Membership Meeting Items		<ul style="list-style-type: none"><li>• Charts for March (s/b a/o March 31, actually a/o April 10) - 152.2 FTE (down from 155.2)</li></ul>
	Wild Apricot Data Review		<ul style="list-style-type: none"><li>• Resumption of efforts to validate Waiver, Slack, August, and WA data (Needs admin access in WA - Scott N. will research)</li><li>• RFID for building and tool access vs. Phone App</li></ul>
	Open House Hosts/Tour Guides		<ul style="list-style-type: none"><li>• Please consider helping out with this important task.</li><li>• We have regular Open House hosts in Leesburg (Jennifer Chu) and Purcellville (Stosh Kowalski), but sometimes they need backup/relief.</li><li>• If you are interested, you can attend the regular Open Houses in both locations to get comfortable with the requirements</li><li>• Draft Tour Outline: <a href="https://docs.google.com/document/d/16Tamq4JB4TTy9_PSQmFr0K1ga91xH_DKkflrPxTiJLI/edit?usp=sharing">https://docs.google.com/document/d/16Tamq4JB4TTy9_PSQmFr0K1ga91xH_DKkflrPxTiJLI/edit?usp=sharing</a>, please Comment/Suggest</li><li>• Mention in Newsletter</li><li>• Typical Open House questions - New members wanting open classes,</li><li>• Tour Outline hardcopy for the spaces</li><li>• QR codes for tools (usage)<ul style="list-style-type: none"><li>◦ Peat and Jen. (Stosh out until May) Keith Sampson (out Jan &amp; Feb, Scott will check up on him), Mark willing to pitch in.</li><li>◦ Jody Smith and Anthony Lesink and Diane Painter as emergency subs</li><li>◦ Scott will make announcements for additional volunteers</li></ul></li></ul>
	New Member Orientation Instructors		<ul style="list-style-type: none"><li>• Please consider helping out with this important task.</li><li>• We have a regular instructors, but sometimes need backup/relief.</li><li>• If you are interested, please sign up for and attend the regularly scheduled New Member Orientations.</li><li>• Research contacting NMO registrants to determine class interests.<ul style="list-style-type: none"><li>◦ Jen B &amp; Jen C. Saadiq (moving?)</li><li>◦ Peat willing to step up. Dawn Martin willing to help.</li><li>◦ NMO in-person vs. live</li><li>◦ One on one NMO</li><li>◦ WA list of members w/out NMO</li><li>◦ Can WA signup auto-schedule NMO and add Slack invite and August access? Cause new members to land at a page of instructions.</li><li>◦ Updated NMO slides</li></ul></li><li>• Schedule June dates<ul style="list-style-type: none"><li>◦ Next regular schedule is June 12 (Mark) and 26 (Peat), in person - will discuss in May</li></ul></li></ul>

	Vice-Chair Position		<ul style="list-style-type: none"> <li>• Please consider helping out with this important task.</li> <li>• I am looking for someone to help share the load of the Membership Chair.</li> <li>• Requires the ability to commit to some amount of time on an almost daily (or every other day) basis to learn and help manage the operations of this committee</li> <li>• No experience necessary, I am willing to train the right candidate</li> </ul>
	New Member Liaison Program		<ul style="list-style-type: none"> <li>• Who is leading? Squirrl</li> <li>• Who are liaisons?</li> <li>• Tracking?</li> <li>• Status?</li> <li>• NMO updates - Scott</li> </ul>
	Onboarding/Offboarding process		<ul style="list-style-type: none"> <li>• Current process? <ul style="list-style-type: none"> <li>◦ Jen C onboards <ul style="list-style-type: none"> <li>▪ sends Slack invite</li> <li>▪ Sends welcome email</li> <li>▪ Adds to spreadsheet to make sure multiple people know status</li> </ul> </li> <li>◦ Offboard <ul style="list-style-type: none"> <li>▪ Deactivate Slack</li> <li>▪ WA access</li> <li>▪ Google access</li> <li>▪ ...</li> </ul> </li> </ul> </li> <li>• How are August and Slack deactivations currently handled? - John Dubelko/IT Committee are handling these now.</li> </ul>
	Email monitoring		<ul style="list-style-type: none"> <li>• Who is handling which duties? <ul style="list-style-type: none"> <li>◦ New member onboarding - Jen C</li> <li>◦ Prospective new members -</li> <li>◦ Hire a maker -</li> <li>◦ Brainstorm on possible approaches... <ul style="list-style-type: none"> <li>▪ Form based inquiries from the website (Google forms, email subject tags, etc...)</li> <li>▪ Assign volunteers in lanes (multiple per lane, with mentorship)</li> </ul> </li> <li>◦ David Lang no longer active - remove from info@</li> </ul> </li> </ul>
	<a href="mailto:membership@makersmiths.org">membership@makersmiths.org</a> account		<ul style="list-style-type: none"> <li>• Who has access to this? Mark Millsap and Michael James.</li> <li>• How is it presently used? Not presently used. (confirm)</li> <li>• Open to any ideas for its use.</li> </ul>
	Schedule Next Meeting		<ul style="list-style-type: none"> <li>• Normal schedule would be: May 10, 2023 at 7PM (Adjourn 8:40)</li> </ul>

## Action items

- ☐ Post in #volunteers\_needed - [Scott Newman](#)
- ☐ Research Post Join-Us landing page
- ☐ Add next meeting to Calendar