

2023-05-10 Meeting agenda/notes

Date

10 May 2023

Attendees

- [Scott Newman](#)
- [John Dubelko](#)
- Tim Cotter
- [Mark R Millsap](#)
- Dawn Martin
- [Adam "Squirrl" McClintock](#)

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">• Approve April minutes - Approved as presented
	May Board/June General Membership Meeting Items		<ul style="list-style-type: none">• Charts for March (s/b a/o March 31, actually a/o April 10) - 152.2 FTE (down from 155.2)
	Wild Apricot Data Review		<ul style="list-style-type: none">• Resumption of efforts to validate Waiver, Slack, August, and WA data (Needs admin access in WA - Scott N. will research)
	Open House Hosts/Tour Guides		<ul style="list-style-type: none">• Please consider helping out with this important task.• We have regular Open House hosts in Leesburg (Jennifer Chu) and Purcellville (Stosh Kowalski), but sometimes they need backup/relief.• If you are interested, you can attend the regular Open Houses in both locations to get comfortable with the requirements• Draft Tour Outline: https://docs.google.com/document/d/16Tamq4JB4TTY9_PSQmFr0K1ga91xH_DKkflrPxTiJLI/edit?usp=sharing, please Comment/Suggest• Mention in Newsletter• Typical Open House questions - New members wanting open classes,• Tour Outline hardcopy for the spaces• QR codes for tools (usage)<ul style="list-style-type: none">◦ Peat and Jen. (Stosh out until May) Keith Sampson (out Jan & Feb, Scott will check up on him), Mark willing to pitch in.◦ Jody Smith and Anthony Lesink and Diane Painter as emergency subs◦ Scott will make announcements for additional volunteers
	New Member Orientation Instructors		<ul style="list-style-type: none">• Please consider helping out with this important task.• We have a regular instructors, but sometimes need backup/relief.• If you are interested, please sign up for and attend the regularly scheduled New Member Orientations.• Research contacting NMO registrants to determine class interests.<ul style="list-style-type: none">◦ Jen B & Jen C. Saadiq (moving?)◦ Peat willing to step up. Dawn Martin willing to help.◦ NMO in-person vs. live◦ One on one NMO◦ WA list of members w/out NMO◦ Can WA signup auto-schedule NMO and add Slack invite and August access? Cause new members to land at a page of instructions.◦ Updated NMO slides• NMO link on Mobile links to January Slides - See Tim Cotter for details.• Schedule June dates<ul style="list-style-type: none">◦ Next regular schedule is June 12 (Mark) and 26 (Peat), in person - will discuss in May

	Vice-Chair Position		<ul style="list-style-type: none"> • Please consider helping out with this important task. • I am looking for someone to help share the load of the Membership Chair. • 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 • No experience necessary, I am willing to train the right candidate
	New Member Liaison Program		<ul style="list-style-type: none"> • NMO updates - done, • Status? No hits yet.
	Onboarding/Offboarding process		<ul style="list-style-type: none"> • Current process? <ul style="list-style-type: none"> ◦ Jen C onboards <ul style="list-style-type: none"> ▪ sends Slack invite ▪ Sends welcome email ▪ Adds to spreadsheet to make sure multiple people know status ◦ Offboard - Scott N. <ul style="list-style-type: none"> ▪ Process as documented in Membership SOP
	Email monitoring		<ul style="list-style-type: none"> • Who is handling which duties? <ul style="list-style-type: none"> ◦ New member onboarding - Jen C ◦ Prospective new members - STILL NEED VOLUNTEERS HERE ◦ Hire a maker - STILL NEED VOLUNTEERS HERE ◦ Brainstorm on possible approaches... <ul style="list-style-type: none"> ▪ Form based inquiries from the website (Google forms, email subject tags, etc...) ▪ Assign volunteers in lanes (multiple per lane, with mentorship) I think this makes the most sense as a starting point for current conditions, thoughts? ▪ Scheduled duty?
	membership@makersmiths.org account		<ul style="list-style-type: none"> • Who has access to this? Mark Millsap and Michael James. • How is it presently used? Not presently used. (confirm) • Open to any ideas for its use.
	Schedule Next Meeting		<ul style="list-style-type: none"> • Normal schedule would be: June 14, 2023 at 7PM

Action items

- ☐ Post in #volunteers_needed - [Scott Newman](#)
- ☐ Research Post Join-Us landing page
- ☐ Add next meeting to Calendar
- ☐ NMO link on Mobile links to January Slides - See Tim Cotter for details.
- ☐