

2023-06-14 Meeting agenda/notes

Date

14 Jun 2023

Attendees

Scott Newman

Adam "Squirrl" McClintock

Goals

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

Discussion items

Time	Item	Who	Notes
7:07	Role call		
	Approve minutes of last meetings		<ul style="list-style-type: none">• Approve May minutes - approved as presented
	June Board/July General Membership Meeting Items		<ul style="list-style-type: none">• Charts for May
	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. has made some headway with the API)<ul style="list-style-type: none">◦ Dream: Creation of member creates Slack invite, sends welcome email, lists upcoming NMOs, etc.
	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_DKkflrPxTiJL/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		<ul style="list-style-type: none">• Schedule July dates<ul style="list-style-type: none">◦ Next regular schedule is July 10 and 24 online - will discuss in June• Additional Volunteers wanted<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.• Can WA signup auto-schedule NMO and add Slack invite and August access? Cause new members to land at a page of instructions.
	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">• Report from Liaison lead:<ul style="list-style-type: none">◦ Document tweaks forthcoming

	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? ◦ Nate Jaenichen and Cody Johnson offered to help. Scott N. will reach out to coordinate details
	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: July 12, 2023 at 7PM. Adjourned at 7:48

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.
- ☐