

2023-05-31 Meeting of the Board of Directors

- 1 Time and Location:
- 2 Call to Order:
- 3 Consent Agenda
 - 3.1 CA1: Waive 7 Day Advance Notice (Beverly Murdock)
 - 3.2 CA2: Establish Finance Committee (John Dubelko)
- 4 Approval of Prior Minutes
- 5 Officer Reports
 - 5.1 Chairperson:
 - 5.2 Secretary:
 - 5.3 Treasurer:
 - 5.4 President:
- 6 Committee Reports:
 - 6.1 Membership Committee (Scott Newman)
 - 6.2 Marketing Committee (Jason Gilligan)
 - 6.3 Website Committee (Maggie Toth)
 - 6.4 Leesburg Facility Committee (Jessee Maloney)
 - 6.5 Purcellville Facility Committee (Dave Painter)
 - 6.6 Scheduling Committee (Jennifer Chu)
 - 6.7 Newsletter Committee (Melissa Kowalski)
 - 6.8 IT Committee (Scott Silvers)
 - 6.9 Custom Frame Shop Committee (Open)
 - 6.10 Maintenance Committee (Dave Painter)
 - 6.11 STEM Committee (Diane Painter)
 - 6.12 Standing Rules Committee (Jonathan White)
- 7 Unfinished Business
- 8 New Business
 - 8.1 NB1: Excess Insert Tool, Endmill and Tools (Brad Hess)
 - 8.2 NB2: Tormach ATC (Brad Hess)
 - 8.3 NB3: Metal Shop Budget Line Item (Beverly Murdock)
- 9 Open Discussion
- 10 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 7:02pm.

Board/Officer Name	Position	Term	Attendance (Y/N)
Brad Hess	Board Member	2022-2025	Y
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, Chair	2020-2023	Y
Scott Newman	Board Member	2021-2024	Y
Mike DeWan	Board Member	2021-2024	Y
John Dubelko	Treasurer	2022-2023	Y
Adam "Squirrl" McClintock	President	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: Waive 7 Day Advance Notice (Beverly Murdock)

Issue: Secretary was out of town the week prior to the meeting, and wasn't able to post agenda 7 days in advance

Solution: Waive notice for the 3 agenda items that follow (CA2, NB1, NB2)

Relevance to Tax Exempt Status: None

Motion: Move to waive 7 days advance notice for Agenda items CA2, NB1, and NB2

Vote: Motion carries by voice vote

CA2: Establish Finance Committee (John Dubelko)

Issue: The financial responsibilities of Makersmiths fall heavily onto a small number of people. The options for redundancy and knowledge of Standard Operating Procedures (SOPs) are limited to that small number of people. Additionally, there are no knowledgeable prospects in the wings to relieve our overworked Treasurer and Bookkeeper when they finally decide they are ready to move on.

Solution: Create a Finance Committee led by the Treasurer and staffed by the Bookkeeper and other members selected by the Treasurer. The purpose of the committee is to execute the financial responsibilities of Makersmiths, document SOPs for future committee members, and to meet regularly so that the institutional knowledge required to operate effectively can be shared. This committee will also explore options with professional accounting services and gather information on how other voluntary organizations handle their finances. Additionally, it would be expected that this would be a training/proving ground for future Treasurers and Bookkeepers. The board will be regularly apprised of progress and recommendations.

Relevance to Tax Exempt Status: None

Motion: Move to form a financial committee with current Treasurer as the chair and members being the current Bookkeeper, Scott Newman, and Jonathan White.

Vote: Motion carries by voice vote

Approval of Prior Minutes

[2023-04-26 Meeting of the Board of Directors](#)

Vote: Motion carries by voice vote

Officer Reports

Chairperson:

No report for this meeting

Secretary:



Election Update - 05292023.pdf

Treasurer:



2023-04-30 Financials.pdf

President:

PVL social well attended

Liaison program engaged with first liaison identified

Committee Reports:

Membership Committee (Scott Newman)



Board Membership...f 2023-04-30.pdf

[2023-05-10 Meeting agenda/notes](#)

Marketing Committee (Jason Gilligan)

Website Committee (Maggie Toth)

Leesburg Facility Committee (Jessee Maloney)

[2023 May Leesburg Committee Notes](#)

Purcellville Facility Committee (Dave Painter)

Scheduling Committee (Jennifer Chu)

<http://wiki.makersmiths.org/download/attachments/12648550/2023-04-20%20Scheduling%20Committee%20Meeting%20Minutes.docx?api=v2>

Newsletter Committee (Melissa Kowalski)

IT Committee (Scott Silvers)

Custom Frame Shop Committee (Open)

Maintenance Committee (Dave Painter)

STEM Committee (Diane Painter)

Standing Rules Committee (Jonathan White)

Unfinished Business

None

New Business

NB1: Excess Insert Tool, Endmill and Tools (Brad Hess)

Issue: As part of the donation of endmills and tools received a couple years ago there are a number of inserts for tools we don't have, end mills too big for our machines and tools too big for our machines. I have spot checked the prices on the insert tooling using the ebay completed sales search and estimate we can get between 1500-2500 for this tooling.

Solution: I would like to sell this tooling on Ebay

Relevance to Tax Exempt Status: None

Motion: Authorize Brad Hess to sell excess insert tooling (approx 65 boxes) and excess large tools (approx 12 tools) on ebay with the funds to be used for additional equipment for the metal shop

Motion to Amend: Authorize Brad Hess to sell excess insert tooling (approx 65 boxes) and excess large tools (approx 12 tools) on ebay.

Vote: Motion as amended carries by voice vote

NB2: Tormach ATC (Brad Hess)

Issue: When we received the Tormach donation it was equipped with an ATC (automatic tool changer) allowing for un-attended operation. We have never used this as it is great for a production environment it is not practical in our environment

Solution: I would like to remove and sell the ATC.

Relevance to Tax Exempt Status: None

Motion: Authorize Brad Hess to remove and sell the Tormach ATC with the funds to be used to buy additional equipment for the metal shop.

Motion to Amend. Authorize Brad Hess to remove and sell the Tormach ATC

Vote: Motion as amended carries by voice vote

NB3: Metal Shop Budget Line Item (Beverly Murdock)

Motion: Move to create a budget line item for the metal shop with a dollar amount equivalent to the proceeds realized within the next 6 months from excess tool sales from the metal shop.

Vote: Motion carries by voice vote

Open Discussion

Adjournment

Meeting adjourned by Jonathan White at 8:11pm