

# 2023-07-12 Meeting agenda/notes

## Date

12 Jul 2023

## Attendees

Scott Newman

Jennifer Chu

Mark R Millsap

Cody Johnson

## Goals

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

## Discussion items

Time	Item	Who	Notes
7:01	Role call		
	Approve minutes of last meetings		<ul style="list-style-type: none"><li>• Approve June minutes - approved as presented</li></ul>
	July Board/August General Membership Meeting Items		<ul style="list-style-type: none"><li>• No charts for June</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. has made some headway with the API)<ul style="list-style-type: none"><li>◦ Dream: Creation of member creates Slack invite, sends welcome email, lists upcoming NMOs, etc.</li></ul></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 (Ken Fuenticilla) 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 checklists)</li><li>• Peat and Jen. Keith Sampson are backups, 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>
	New Member Orientation		<ul style="list-style-type: none"><li>• July Dates<ul style="list-style-type: none"><li>◦ Had no coverage for July 10, Mark is covering July 24.</li><li>◦ July 17 in-person session</li></ul></li><li>• Schedule August dates<ul style="list-style-type: none"><li>◦ Next regular schedule is August 7 and 21 online - who can cover these dates? Mark on August 21.</li></ul></li><li>• Additional Volunteers wanted<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></ul></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></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>• Report from Liaison lead: Not present</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 - Scott N. <ul style="list-style-type: none"> <li>▪ Process as documented in Membership SOP</li> </ul> </li> </ul> </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 - STILL NEED VOLUNTEERS HERE</li> <li>◦ Hire a maker - STILL NEED VOLUNTEERS HERE</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) I think this makes the most sense as a starting point for current conditions, thoughts?</li> <li>▪ Scheduled duty?</li> </ul> </li> <li>◦ Nate Jaenichen and Cody Johnson offered to help. Scott N. will reach out to coordinate details</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>
	Website gift card linkage status		Pending Scott's documentation
	NMO Slides		Updates: Jen Chu has safety slide ideas. Mark has ideas too, meeting Monday.
	Schedule Next Meeting		<ul style="list-style-type: none"> <li>• Normal schedule would be: August 9, 2023 at 7PM.</li> </ul>

## 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.
- ☐