

# 2023-07-26 Meeting of the Board of Directors

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## 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 7:05pm.

Board/Officer Name	Position	Term	Attendance (Y/N)
Jonathan White	Board Member, Chairperson	2023-2026	Y
Bev Murdock	Board Member, Secretary	2021-2024	Y
Scott Newman	Board Member	2021-2024	Y
Mike DeWan	Board Member	2021-2024	Y
Brad Hess	Board Member	2022-2025	Y (departed 7:15 after CA and Minutes, rejoined after Treasurer report)
Jessee Maloney	Board Member	2022-2025	Y
Scott Silvers	Board Member	2023-2026	Y
John Dubelko	Treasurer	2023-2024	Y
Adam "Squirrl" McClintock	President	2023-2024	Y

## Consent Agenda

Any Board Member or Officer 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. Any motion that requests spending \$250 or more must include a section on "Relevance to our tax exempt purpose".

## CA1: Dedicated Internet Service for Leesburg (Beverly Murdock/Scott Silvers)

**Issue:** Leesburg currently shares an internet connection with the attached building. It is also used by members for WiFi access to the Internet. Service is provided by Comcast and is uplink limited which impedes the ability to stream content from the facility (such as classes and security cameras).

**Solution:** Leave the existing shared connectivity in place to provide a redundant internet connection as well as support member WiFi while continuing to honor the agreement with the landlord to share Internet services. Add Verizon FiOS internet service for \$120/month plus equipment cost and taxes for dedicated Makersmiths usage, including all security cameras and other administrative functions with usage managed by the IT Committee in collaboration with the Leesburg Facility Committee.

**Relevance to Tax Exempt Status:** None

**Motion:** Move to increase the annual telecommunications budget by \$160 per month year starting August 1, 2023 and direct the President to enter into agreement with Verizon for FIOS services as recommended by the IT Committee Chair.

## CA2: Convert Planned Framing Shop to Multipurpose Craft Room in Purcellville (Beverly Murdock)

**Issue:** Space was set aside in Purcellville in the lower building and significant effort was invested, including framing and installation of air conditioning, to prepare the room for use as a framing shop leveraging donated equipment. The donated equipment, while serviceable, is dated and requires specialized skills and software. There has not been a groundswell of support from our membership to bring the capabilities online and support it with classes and usage, and the committee has no chair or members. Those that build frames have largely leveraged the woodshop. Members have expressed a strong interest in developing stained glass activities. Initial classes have taken place in Leesburg, performing activities in the little courtyard and in the main room. Dedicated space would help expand the capability while leaving the main room available to continue to support other member activities.

**Solution:** Turn the previously planned framing shop into a multipurpose craft room that supports stained glass and other compatible activities and move a subset of equipment to the Purcellville woodshop for those that would like to build their own frames.

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**Relevance to Tax Exempt Status:** None

### Motions:

CA2a) Move to abolish the Framing Committee

CA2b) Move to appoint @Ken Fuentecilla as room steward for the Lower Building Multipurpose Craft Room.

CA2c) Move to direct the room steward to develop a usage plan in cooperation with the Purcellville Facility Manager for the Lower Building Multipurpose Craft Room so that it will support stained glass and other compatible craft activities

CA2d) Move to allow Dave Painter, Purcellville Facility Manager to offer back to the original supplier any unneeded equipment from the room and then dispose of any unclaimed/unneeded equipment in a cost-effective manner (via sale, donation or disposal as determined as he deems appropriate).

CA2e) Move to allocate a project budget of an initial \$500 to be managed by the room steward for room set up in accordance with the developed usage plan, including countertop with stacking stools, storage for tools and supplies, and a dedicated shop vac.

## CA3: IT Upgrades: Procure Anti-Virus Software (Scott Silvers)

**Issue:** We currently do not have any anti-virus, anti-malware, or centralized software management to keep our products up to date for security vulnerabilities. We have 12 computers at Leesburg (7 desktops, 5 laptops) and 5 computers at Purcellville (2 desktops, 3 laptops).

**Solution:** Purchase via TechSoup Avast CloudCare Managed Anti-Virus 1-Year Subscription: 19 computers at \$8.00 per machine - \$136

**Relevance to Tax Exempt Status:** None

**Motion:** Move to add \$200 to the IT Budget for purchase of Avast licenses.

## CA4: IT Upgrades: Upgrade CorelDraw to latest version (Scott Silvers)

**Issue:** We rely on CorelDRAW for several pieces of equipment at Makersmiths. Our installed version of CorelDRAW is outdated, which is causing problems for our members who are working on projects at home to then run on our equipment. The latest version of the software is CorelDRAW 2023, which is what most users have installed at home and the files are not all backwards compatible. Our current licenses were a single time purchase and don't include any upgrade rights.

**Solution:** Purchase six (6) new subscription-based licenses for CorelDRAW 2023. This will enable us to keep up with changes to the software as they come and includes access to training modules provided by Corel.

\$269 annually per license - \$255 per if 6 are purchased = \$1530 plus tax

**Relevance to Tax Exempt Status:** None

**Motion:** Move to add \$1600 to the IT Budget to fund the purchase of 6 CorelDRAW 2023 subscriptions.

## CA5: Appoint a Co-Steward for the UV Printer (Scott Silvers)

**Issue:** The current UV Printer steward is John Carter (BoD Mtg 3/20/23 CA2). John is still learning the UV Printer. John needs a knowledgeable backup as we've been experiencing more frequent issues with the printer.

**Solution:** Add Jessee Maloney as a steward for the UV Printer. Jessee has had formal training on the Roland and extensive operational experience, so she can step in to help John Carter until he gets more comfortable with the machine

**Relevance to Tax Exempt Status:** None

**Motion:** Move to appoint Jessee Maloney as a co-steward of the UV Printer.

**Vote for CA1-5:** All consent agenda items carry by voice vote

## Approval of Prior Minutes

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[2023-06-28 Annual Meeting of the Board of Directors](#)

[2023-07-10 Special Meeting of the Board of Directors](#)

**Vote:** Meeting Minutes approved by voice vote

## Officer Reports

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### Chairperson:

Capital planning sessions will be planned

### Secretary:

None

### Treasurer:



2023-06 Financials.pdf

### President:

Ceramics ribbon cutting and social at PVL well attended

## Committee Reports:

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Membership Committee (Scott Newman)



Board Membership...f 2023-06-30.pdf

### Marketing Committee (Jason Gilligan)

- Update from Jessee
- Food and Wine Festival (tough to staff)
- Checklist developed for future events

### Website Committee (Maggie Toth)

### Leesburg Facility Committee (Jessee Maloney)

- Windows installed at front of building
- Updated chairs in the lobby
- Cleaning out member storage

### Purcellville Facility Committee (Dave Painter)

- No report

### Scheduling Committee (Jennifer Chu)

- Working on developing statistics and metrics

### Newsletter Committee (Melissa Kowalski)

- No report

### IT Committee (Scott Silvers)

- Meeting held this month
- Working on future budget items
- Develop IT plan for Makersmiths

### Maintenance Committee (Dave Painter)

- No report

### STEM Committee (Diane Painter)

- No report

### Standing Rules Committee (Jonathan White)

- Discussion sessions will be scheduled in near future (will post in #BoardAgendaTalk)

# New Business

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## NB1: Purchase Hard Drives for Security Cameras (Scott Silvers)

**Issue:** Over the last year we have had problems with the Arlo system not showing all the videos we expect to be there. We are planning to change our internet service to address known bandwidth limitations. However, if the internet is down for any reason, videos will not be recorded to the cloud.

**Solution:** Purchase external USB hard drives to connect to the base stations for local recording of video. The Samsung T7 Shield 2TB Portable SSD (\$129.99 on Amazon) is water, dust, and impact resistant

**Relevance to Tax Exempt Status:** None

**Motions:**

NB1a) Move to waive 7 day advance notice

**Vote:** Motion to waive 7 day notice carries unanimously by voice vote

NB1b) Move to authorize a not to exceed budget of \$280 for the purchase of two Samsung T7 Shield 2TB Portable SSDs (1 each for MSL & MSP).

**Vote:** Motion carries by voice vote

Open Meeting completed at 7:34pm

## Executive Session (Directors and Officers)

Executive Session completed at 8:42pm

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## NB2: Organizational Document Review (Scott Newman)

**Issue:** The organization has grown to a point where we have to consider a legal review of our governance documents, contracts and other organizational matters.

**Solution:** Engage legal counsel and designate a point of contact

**Relevance to Tax Exempt Status:** None

**Motions:**

NB2a) Move to waive 7 day notice to discuss and vote on motions related to engaging outside counsel.

NB2b) Motion to create a budget line item of \$3,000 for legal services as directed by the Board with a Board-appointed Director to serve as the Makersmiths Legal Point of Contact.

NB2c) Move to appoint Beverly Murdock as the Makersmiths Legal Point of Contact from appointment until the next Annual Meeting of the Board of Directors or replacement by the Board.

NB2d) Move to execute a letter of engagement once finalized as reviewed in Executive Session by the Board.

**Vote:**

Motion NB2a carries by unanimous voice vote

Motions NB2b-d carry by voice vote.

## Adjournment

Meeting adjourned by Jonathan White at 8:43pm