

# 2017-10-26 Meeting of the Board of the Directors - Agenda /Minutes

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## Time and Location:

10/26/2017 at 6:30PM at 106 Royal Street NE, Leesburg, VA

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## Prior minutes

[2017-10-03 Meeting of the Board of the Directors - Agenda/Minutes](#)

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## Financial Statement

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## Consent Agenda

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### Makersmiths Holiday Ornament (Dubelko)

**Problem:** No clear item or budget exists for giving our sponsors a small token of appreciation over the holiday season.

**Solution:** Glass ornaments could be procured, individually laser etched with each sponsors logo and given as a gift. A stand could also be made to display the ornament. Roughly 36 ornaments could be procured for \$1 each. The wood stand could be made for about \$2 each. The total cost of supplies would be around \$100. Also, more ornaments could be ordered by our sponsors for a donation of \$5 each creating a possible fundraising opportunity. A "Made at Makersmiths" etching will be added to the back of each ornament. There are plans to offer classes on laser etching glass ornaments and these classes would be run similar to the pumpkin etching classes.

**Relevance to our tax exempt status:** There is no impact to our tax exemption status.

**Motion:** A motion to approve a not to exceed amount of \$100 for the procurement of 36 glass holiday ornaments and stands to be given to our sponsors.

### Royal Street WiFi (Todd "Tech-Rat")

**Problem:** WiFi will not handle large number of devices and is not the most current standard.

**Solution:** Upgrade WiFi infrastructure to new hardware to support larger number of devices and give the space more flexibility in how the WiFi is setup, such as Ubiquiti UniFi AP-AC-PRO Access Point (s). Based on coverage I am proposing we purchase 2 APs. One for the front half of the building and one for the back half of the building. Currently on Amazon for: \$133.88 & FREE Shipping. We could also offer different levels of access for different classes of members. EX: Full members get to use the 5G bands without limits. Guests can only use the 2.4G band and get limited access. These APs support both 2.4/5G bands with upto 8 SSIDs per radio. APs use Power Over Ethernet and our existing Cisco switch will provide that power.

**Relevance to our tax exempt status:** WiFi is important to all current members and future members. This new capability would allow Makersmiths to have large classes with lots of users using WiFi at the same time.

**Motion:** Authorize \$300.00 for the purchase of up to two Wireless Access Points (\$150/ea).

### **Registered Agent for Makersmiths with Virginia State Corporation Commission (Dubelko)**

**Problem:** The current Registered Agent for Makersmiths with Virginia State Corporation Commission is unclear and probably is Pat Scannell. Makersmiths owes an annual fee, an annual report, updated address and the new the by-laws when passed. These expenses would fall under business fees and were part of the passed budget.

**Solution:** Appoint the Treasurer or President to be the Registered Agent. This would allow them to file the required reports and pay the Virginia State Corporation Commission fees.

**Relevance to our tax-exempt status:** Remaining a member in good standing with the Virginia State Corporation Commission is required to keep our 501(c)3 status.

**Motion:** Appoint the Treasurer as the Registered Agent with the Virginia State Corporation Commission.

## **New Business:**

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### **Ceramics Program Interest (Ann Margaret)**

**Problem:** I am not sure if there is adequate interest in forming a ceramics program at Purcellville. I'd like to know before I spend time applying for a grant to start the program.

**Solution:** Confirmation or denial of Board's previously stated and currently advertised interest in developing a ceramics program.

**Relevance to tax exempt status:** 1. Gain additional members? Yes. 2. Expand programming? Yes.

**Motion:** ?

### **Loudoun County Arts Council (Ann Margaret)**

**Problem:** I am concerned that there may be objections to Makersmiths' joining the Loudoun County Arts Council; membership in which is required in order to receive said grant. I have a donor who would like to pay the membership fee but I don't want to accept the cash if the board objects to LCAC membership.

**Solution:** Board's expression of interest in or opposition to membership in the Loudoun County Arts Council

**Relevance to tax exempt :** N/A

**Motion:** Authorize Makersmiths to join the Loudoun County Arts Council at a cost not to exceed \$50.00.

### **Artshare Grant Program (Ann Margaret)**

**Problem:** Lack of available funding for art programs at Makersmiths

**Solution:** Loudoun Country Arts Council has a grant program called Artshare which can be used to "To assist organizations of merit to the Loudoun County community by providing funds to help maintain their stability and encourage their development"

**Relevance to tax exempt :** N/A

**Motion:** Authorize Makersmiths to prepare and submit an application to LCAC to obtain art program funding.

### **Large Format CNC Router (Hess)**

**Problem:** Unlike other makerspaces in the area, Makersmiths does not have a large format CNC router. This is a tool that has been listed as a high priority on our tool list since we first opened and continues to be a tool that people ask about when we are giving tours.

**Solution:** I have put together a plan that will enable Makersmiths to build a 4ftx8ft CNC router reusing some of the aluminum extrusion from HHMI, parts from the robot and I will also donate approximately \$500.00 worth of my own parts including control cards, computer, monitor, steppers and other components. If purchased on the retail market, this tool would cost approximately \$6,500.00. \$2,500 in additional parts and equipment is needed to finish building a large format CNC.

**Relevance to tax exempt:** A large format CNC Router is a highly desirable tool in any makerspace and having such a tool available at Makersmiths will help expand capabilities and drive up membership.

**Motion:** Approve a budget line item of not more than \$2,500.00 to build large format CNC as outlined here <https://drive.google.com/open?id=0B2nWoPchyeKjFhOMk5zX2M1X3M>

## Purcellville Lower Building Layout (Painter)

**Problem:** The lower building in Purcellville does not have a finalized layout

**Solution:** [Lower Building Proposed Layout.pdf](#)

**Relevance to tax exempt:** n/a

**Motion:** Adopt Lower Building Proposed Layout.

## Old Business:

None

## Minutes:

### ==Minutes==

#### 6:30PM Call to Order

##### Attendance:

Name	Position	Roll Call
Brad Hess	Board Member, Chairperson	Present
Brandon Bullis	Board Member, Secretary	Present
Dave Painter	Board Member	Present
Juli Ravas	Board Member	Excused Absence
Mark Millsap	Board Member	Present
Pat Scannell	Board Member	Leave of Absence until Feb 22, 2018

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#### \*\*\*CONSENT AGENDA - DISCUSSION\*\*\*

##### Makersmiths Holiday Ornament (Dubelko)

- Motion: Motion to approve a not to exceed amount of \$100 for the procurement of 36 glass holiday ornaments and stands to be given to our sponsors.
- Call for vote
  - In favor: Hess, Bullis, Painter, Millsap
  - Opposed: None
  - Abstain: None
- Motion Pass/Fail: PASS

##### Royal Street WiFi (Todd "Tech-Rat")

- Motion: Authorize \$300.00 for the purchase of up to two Wireless Access Points (\$150/ea).
  - In favor: Hess, Bullis, Painter, Millsap
  - Opposed: None
  - Abstain: None
- Motion Pass/Fail: PASS

##### Registered Agent for Makersmiths with Virginia State Corporation Commission (Dubelko)

- Motion: Appoint the Treasurer as the Registered Agent with the Virginia State Corporation Commission.
  - In favor: Hess, Bullis, Painter, Millsap
  - Opposed: None
  - Abstain: None
- Motion Pass/Fail: PASS

**\*\*NEW BUSINESS\*\***

**Large Format CNC Router (Hess)**

- AS WRITTEN: Approve a budget line item of not more than \$2,500.00 to build large format CNC as outlined here <https://drive.google.com/open?id=0B2nWoPchyeKjFhOMk5zX2M1X3M>
- DISCUSSION
  - Millsap: Stated he believes a large format CNC would be a big draw to the Makersmiths but expressed concern over whether now is the appropriate time for this expense.
  - Bullis: Stated that a large format CNC, along with a laser cutter, was on the original list of "must have tools" when Makersmiths was conceived. The organizations is meeting or exceeding all its turnaround goals and the trajectory is up and to the right.
- MOTION: Approve a budget line item of not more than \$2,500.00 to build large format CNC as outlined here <https://drive.google.com/open?id=0B2nWoPchyeKjFhOMk5zX2M1X3M>
  - Proposed by: Hess
  - Seconded by: Bullis
- Call for vote
  - In favor: Hess, Bullis, Millsap
  - Opposed: None
  - Abstain: Painter
- Motion Pass/Fail: PASS

**Purcellville Lower Building Layout (Painter)**

- As WRITTEN: Adopt Lower Building Proposed Layout.
- DISCUSSION:
  - Ann Margaret Russ: expressed strong desire to set aside dedicated space for a Ceramics and Potters Studio. Expressed concern that Kilns must be properly vented and that nobody should be in room when kilns are in use due to off-gassing of items in kilns.
  - Bullis: Supportive of Makersmiths having Arts and Crafts, a Framing shop, Ceramics and Pottery capability and a Hot shop. Recognized that space is a finite resource and compromises, shared spaces and multipurpose rooms are going to be necessary if Makersmiths is to offer such capabilities to its members. This proposed plan for the lower building seems like a reasonable compromise and workable starting point. However, as programs mature and actual needs vs. projected needs become established, the board should be willing to continually modify space allocations as demand may require from time to time.
  - Scannell: Supportive of Makersmiths having Arts and Crafts, a Framing shop, Ceramics and Pottery capability and a Hot shop. Asked if Makersmiths can initially manage any shared space by using scheduling similar to how the Laser Cutter is managed today.
  - Millsap: Supportive of Makersmiths having Arts and Crafts, a Framing shop, Ceramics and Pottery capability and a Hot shop. Believes Makersmiths can initially manage any shared space by using scheduling similar to how the Laser Cutter is managed today.
  - Hess: Supportive of Makersmiths having Arts and Crafts, a Framing shop, Ceramics and Pottery capability and a Hot shop. Suggested there might be a way to fence off kiln area and run vents in order to make room safe.
  - Painter: Supportive of Makersmiths having Arts and Crafts, a Framing shop, Ceramics and Pottery capability and a Hot shop. Mentioned that the room where kilns are located contains two vents, one high on front wall and low on back wall. Believes there are available and affordable kiln manufacturer solutions to any off-gassing issues.
- Motion: Adopt Lower Building Proposed Layout. [Lower Building Proposed Layout.pdf](#)
  - Proposed by: Painter
  - Seconded by: Millsap
- Call for vote
  - In favor: Hess, Bullis, Painter, Millsap
  - Opposed: None
  - Abstain: None
- Motion Pass/Fail: PASS

**Notes:**

**Ceramics Program Interest (Ann Margaret): No Motion was made**

**Loudoun County Arts Council (Ann Margaret): No Motion made. Board agreed to move item to Old Business for next meeting.**

**Artshare Grant Program (Ann Margaret): No Motion Made.**

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**Next meeting set for 6:30PM November 29, 2017 at 106 Lawson Street, Leesburg, VA.**

**9:24PM Meeting called to close**

## Action Items:

Status	Item Description	Responsible Party
<input type="checkbox"/>	File necessary paper work with Virginia State Corporation Commission to make Treasurer the Registered Agent.	John Dubelko
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

## Approved Spending Tracking:

Amount	To	From
\$100.00	Ornaments	General
\$300.00	Royal Street WiFi	General
\$2,500.00	Large Format CNC	General