Twin Cities Maker Meeting Minutes

Tuesday, July 10, 2012 at Hack Factory, Minneapolis, Minnesota

Attendees

Attendees: Scott, Karin, Jude, Brandon, Bob, Michael F., Becca, Tony, Dave called in later, Michael E., Jen, Riley emailed (out sick)

Scribe

Bob Poate

Agenda

Old Business

- Reading of previous months' minutes

New Business

- Report/update on Quarterly Cleanup and General Meeting
- Membership record keeping to assist Brandon
- Communications policy (preferred channels, press packet)
- Membership survey (how are we doing, what new equipment, ideas and feedback)
- Membership director or point contact for on boarding - someone besides Brandon for 1 day per week
- Student/discounted members - discuss requirement for 2 hours/month volunteer time to help with paperwork, clean shop, etc.

Old Business

- David out of town and not available at start so Becca ran meeting. Last month's minutes read. Voted and accepted.
- 501 (c) 3. No updates.
- Security cameras. No power to server room, so can't do yet. Yell at Jude.
- Name change. Formal name change survey never sent. Michael has a draft of the name change that Bob E. (attorney) has been looking over. Table to new business.
- Calendar has been ironed out. Scott is events@tcmaker.
- Laser cutter. Ventilation is awful. Need better vent pipe and fan. Tony will be looking

at Axman for proper gear.

- Fire extinguishers. Jude and Michael still need to do a walk thru to find out how many and what type we need. Extinguishers should be within 60 foot radius of any place in shop by code, in theory. They'll do after meeting. Probably within code now, extinguishers just not inspected. Cost to refurb is likely $20 - $50, $50 - $100 for new extinguishers. Need a CO2 extinguisher for laser cutter.

- System logins and passwords. Scott is working on it, still waiting on server room to be fixed. Some discussion of website break in. Server room needs more power, that's all that's holding up servers and cameras. Jude will be upgrading power, but it has been too hot to work in some areas lately. We have all the components, just waiting for proper weather.

- Cleanup day happened. Warm, but successful. Blog post went out way late. New equipment should not be coming in the day before a Cleanup. Don't come and work on your project during Cleanup day. We know when the September date is, so we could now have the blog posting set to post at the beginning of September. Discussion of "official notification." Don't want to spam members, but we don't currently send out that many emails. If we did a monthly or quarterly newsletter (discussed, but hasn't happened), we could remind people of Cleanup that way.

- Metal Shop Bandsaw. Have a new one, got a good deal on it. Works well, need to make sure we have proper blades.

- American Crafts Council talk, done by Michael and Jeff, went awesome. Prairie Fire Lady choir performed. Michael will follow up on lead on industrial sewing group who was there. Talked with someone who reviews tools and may be able to send sample tools our way after they are done with them.

New Business

- Membership meeting assistance for Brandon - Michael Englehorn is going to help out Brandon.

- Communications policy, press policy, press packet, etc. Free survey could be done through Survey Monkey; we can do before being 501 (c) 3. Brandon would like: 2 surveys - general survey, preferred communications, concentrate primary communication from the board and the group, and 2nd survey regarding the potential name change. Everyone has indicated (since we started having a box on the signup form that they want to get communications from TCM, perhaps we could already send out whatever we needed to through the most appropriate channel. Michael F. suggested that we limit it to 1 primary way of communicating with people, probably Google groups. Haven't surveyed since first meeting, so we should do a survey to gather information. Also do a survey for people who are former members to find out why they left. The survey could be left up, and every quarter look at who's no longer a member and send them a quick email to ask them to anonymously fill out the survey.

- Communication policy - we need one. Michael F. will talk to our PR minion about it. If we get a call from the press, what's the official story? We need an official press packet,

people are getting all sorts of different answers. Michael can get this done by the next board meeting. Scott doesn't want it too specific on too many things as this isn't a corporate policy. Trifold brochure is a good start.

- Membership director or point contact for on boarding. For signups, could do an e-signature, and then get a physical signature when new members get their key fob. Lawyers say that although e-sig is quite legal, paper signature is better. Brandon is looking for a Wednesday volunteer; Area Managers should be able to cover this, too. Discussed having the info entered through an in-house website on the kiosk, give them a key, and activate it later. Brandon is working on streamlining the procedure.

- Student/discounted members - discuss requirement for 2 hours/month volunteer time to help with paperwork, clean shop, etc. Discussed; 2 volunteer hours per month (cleaning, paperwork, etc.) is now a rule, although we don't have a way to enforce it yet. Also discussed Retirement membership. Same as Student/Unemployed once you are 65. All expected to do the 2 hours of volunteering. Moved, voted through. Full membership at discount rate now available for Students, Unemployed, and Retired persons who are 65 years of age or greater.

- Andrea, artist who works with technology, at Northern Spark, and the giant Sing-A-Long at the State Fair, spoke about the National Alliance For Media Arts & Culture (NAMAC), who is interested in having some of our members September 6 - 8; key programming days are Friday and Saturday; there will be about 400 people attending. The conference will have three tracks, Leading Creatively, Place Making, and Leadership Development. Student admission is $50, standard is $275. Expo is $275 which includes admission, tables run from $300 - $1000, and we could use them for member recruitment. Dave suggested we could do electronics or soldering workshop. Andrea doesn't have money to offer TCM to do this, but can offer comp tickets or tables. Expo space (30 tables) in a sort of corridor area. Event will mostly be at the Hyatt downtown, but with other locations at times (opening will be at the Walker).

- Bakken museum - wants us for 10 Days At The Bakken event, this Friday from 1:00 - 3:00 PM. Could maybe bring the 10X breadboard, one of Riley's trebuchets, McSteve's wheelchair, Power Racing car. If we do go, bring pamphlets and business cards.

- Craft Room and Craft area - Jen. Re-organized on Sunday and Monday. Her proposal is that she take over the craft room for the summer. Karin had volunteered for that last month, and was waiting on the okay from Jeff, which came through last week or so. Karin thinks it may be a Jeff discussion. Karin, Jen and Jeff will discuss further.

Next Meeting

- Tuesday, August 14, 2012

Next Meeting Agenda Items

- To be determined.

Adjournment

- The meeting was adjourned.