

Twin Cities Maker Staff Meeting

June 12, 2012 at Hack Factory, Minneapolis, Minnesota

Attendees

All managers present but Tony (out of town for business). Karin, David, Scott, Riley, Becca, Michael, Jeff, Colleen, Chris, Wayne, McSteve, Jude, Brandon, Bob

Scribe

Bob Poate

David presiding over meeting. Wants to go around and determine what everyone does, who'll take responsibility for what. Define rolls and responsibilities and have better lines of communications. We're too small an organization for an official chain. People are to introduce themselves and explain what they believe their job entails.

- **David - President of the organization.** Head of organization, in charge of where we want to go, make sure that everyone's on board with that, helping out with communications, somewhat responsible for resolving conflicts. Participating in teaching classes, going to different events, event coordination. Representing and supporting the policies set by the board, advocating what's in the best membership of the whole.
- **Michael - Development Coordinator.** The Development Coordinator is responsible for aiding the board of directors staff and group projects in finding unearned income to support specific defined project, and initiatives. This includes grant writing assistance, grant research as well as facilitating individual donations. The Development Coordinator will work with project leads to flesh out their projects appropriate to developmental opportunities. The development coordinator reports to the board of directors. Was focused on getting 501 (c) 3 off the ground; a lot of potential grants have been delayed because we're not yet 501 (c) 3. Responsible for *helping* write grants, but not responsible for writing the entire grant; also not responsible to come up with the project or do the project. Also taken over **Communications Director** - responsible for responding to or forwarding-on communications to or from the Board.
- **Jeff - Shop Manager.** Overseeing and supporting staff where areas overlap or collide, to make sure that space is able to serve the membership. Working with Brandon to make sure things come in on budget. Decisions and information should go through Jeff, or at least if emailing an area manager, make sure Jeff is CCed. Also chief **Safety Officer** for the organization.
- **Chris - Woodshop Manager.** Oversees the Woodshop space, makes sure space stays clean, maintains equipment (clean, change blades, etc.). Potential mentor to anyone who has a project and wants advice on how to do it. Hold classes that pertain to that area, helping to foster the classes, and make sure that the space can accommodate the class. To make sure that the needs of the teacher are met. Helping to ensure that raw materials are available, not to necessarily supply them all, but to make sure that they can be had (glues, screws, sandpaper,

etc.).

- **McSteve - Electronics Manager and Commons Area Department.** Accountable for the cleanliness of the classroom, the lounge, and the yard. Responsible for allocating space for projects that people want to do, and make sure that people have storage space. Keep Electronics area stocked with tools, project a clean and welcome appearance to guests. Keep bathroom stocked; Jude keeps them repaired. Jeff thinks that some of the Artifactory, member storage and common areas are a lot and could be spun off into a different staff position. Steve has for all intents and purposes delegated away that work already. We need to get the student members to get more with the clean up program (discounted memberships should be spending several hours per month at the space cleaning and maintaining the space). Board Room is not Steve's responsibility, keeping that clean is the Board's responsibility.
- Jeff is giving the plastics area to Tony as his responsibility.
- Chris - once we get bigger, would like to have a Hospitality Office, maybe in the front office. Person in charge of Hospitality Office could also be responsible for the travel kit, and portfolios.
- **Jude - Facilities Manager, general repair, Building Engineer.** Should be able to talk to landlords, re: maintenance, upcoming events, and the landlords should call Jude *first*, not Brandon. Primary point of contact for building issues, but systemic things should be run by appropriate persons. Jeff wants logbooks throughout the space. Equipment tags are a good start, but logbooks will be implemented to track which machines are in what condition and what has been done to them. Jude will probably run Minne Maker Faire next year, and it will be called Maker Expo, a Minne Faire.
- **Wayne - Vice-President.** Serves as head of organization when necessary if President is unavailable and contribute to board activities and progress the organization. Would personally like to help to improve communications (not as VP), so members get a fair shake to see what they have available to them. Michael would like to have Wayne help if Michael continues on with Development Coordinator.
- **Brandon - Treasurer.** Treasurer, membership and random official board things (lease negotiations, one of 2 people who can officially sign legal documentation), membership stuff is becoming to a position by itself. Should be keeping the books, making sure members are paying, disburse monies. Membership record keeping is not technically his responsibility. Should be put as an action item on the next agenda to determine what to do.
- **Bob - Secretary.** Keep original papers of organization, Board agenda and meeting minutes, see that notices are given, see that books and records are kept, and as assigned. For elections and annual meetings, responsible for contacting all members with details and documentation and responsible for proxy votes.
- **Karin - Events Coordinator.** Getting members involved in class process and facilitate in classes. Soliciting events. Bring new events into the space; that brings revenue and members into the space and is useful as a marketing tool. Work with PR person or Communications to make sure calendar is up to date. Work with Department Heads to coordinate events. Encourage members to hold classes. Wants to help with the process in the future.

- **Riley - Communications Person.** Was Communications Person, but no more. As a Board member, he believes in looking out for the interest of our members and organization, and raising awareness of the organization within the community. Likes being part of the process and the organization.
- **Becca** - what Riley said. Making people aware of the space. Help with legal questions since Bob E. is not often readily available.
- **Scott - Systems Administrator.** Keep wifi running. All the networking systems inside the building. Responsible for who has access to what on our website. Wiki meister.

(break)

- **Discounted (Student) Memberships.** Set up program, 2 hours per month. (Approximately 30 - 40 members are discounted.) Google doc spreadsheet already exists for things that need to get done. Karin suggested maybe do like Walmart sign in sheets in the bathroom. It will be clear when the bathroom was last cleaned and who did it. Scott suggested giving experience points for doing tasks, and level up. It would appeal to the geek gaming factor. Chris pointed out that we need to make Student Members aware of this program. Could be tour guides on Wednesdays, and process paperwork. **Volunteer Coordinator.** Contact our member base to let them know things need to be done. Don't necessarily need to DO it, but need to be available. Some months we'll need a lot (Maker Expo), some months we'll need less. Karin is interested in this position. Once you've exceeded a given point threshold, maybe you'll be entered into a contest where you can win a free month's membership. Let discounted members know that there is an expectation of an extra effort for the reduced fees. We don't want to tell this to new potential members as an obligation until we have something posted or emailed to current discounted members.
- **Future goals and/or projects.**
 - We need additional space, whether moving or expanding. Brandon and Jeff are interested (obligated?) to be on the **Strategic Facilities Planning Committee**, which should be a permanent committee. Bob is coordinating that, but is not the chairman.
 - Enormous freaking laser cutter. Riley will be the laser pointer, Michael will help out. Gather info for next board meeting. Look at doing a Kickstarter.
 - Michael wants to take over the local defunct Locksport group. It would be a good fit with TC Maker and would increase visibility.
 - Maker In The Park, Maker In Parades. Bring a portable woodshop or something small to parks, to teach people how to do things.
 - Riley - building some bigger siege weapons, solar heated lighter than air craft,

The Staff Meeting will be held quarterly, and Area Heads will be meeting monthly. Other staff committees or smaller units should also meet monthly.

Meeting finished, broke up, Board went back to reconvene Board Meeting.