



Board Meeting Minutes: December 18th, 2018

<p><i>Minutes Approval: together with Jan 2019 minutes at meeting of BOD 2/12/19</i></p>	<p><i>Yea: Laura Miller, Jared Reynold, Sandra May, Chelsea Bailey</i></p>	<p><i>Nay: none Abstaining: none Missing: Gary Miller, Jessica Livingston</i></p>
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Attendees: Laura Miller, Jared Reynolds, Sandra May, Chelsea Bailey, with telephonic input from Jessica Livingston.

Apologies: Gary Miller

Meeting venue was True Brew Barista in Concord. No formal agenda was disseminated given urgent topics had already been discussed over Slack.

After pleasantries the meeting began at 6:15. Jared Reynolds updated the board on current prospects to present at 1MillionCups and suggested the group consider a move to the more centrally located and intimate venue of the True Brew, which had the space. While the consensus was not to move it given the potential for future student involvement at NHTI and concern over disrupting the event when it had very recently started, this decision can be revisited at any time.

Jared had also been in frequent contact with the CDFA regarding possible economic development grants with approaching deadlines. Tax credits and funding for a variety of purposes including equipment purchase and development of a business plan are available, but the organization wants to see matching donations from our supporters and a space located. Sandra May, who had recently provided with Jared with a spreadsheet of suggested equipment needed to open a three room makerspace, presented the proposed list of immediate and wish list purchases with anticipated costs for used equipment. There are some significant planned donations; Jared noted that the more donations we receive the greater the potential match from CDFA. Laura Miller sent an all-hands alert to our general Slack channel asking our volunteers for additional donations of tools. A newsletter follow up was also suggested given not all of our volunteers are active in Slack. Chelsea Bailey and Sandra agreed to attend a seminar on tax credits along with Jared on January 16th and spots were secured during the meeting.

Jared also reminded the group that documentation of volunteer hours, particularly volunteers donating hours in a professional capacity, will also assist with grant documentation. For example, an invoice from Eric Palson for the architectural hours he donated would be helpful. Sandra will obtain documentation of John Cassel's technical support for the web site as well as

the value of ongoing donated server capacity and back-up systems. Chelsea could also provide her volunteer hours to build the web site.

Laura and Chelsea reported on a visit they undertook to the Steeplegate Mall, which had site potential as being an extremely large space with abundant parking. Unfortunately, the mall's policies on hours of operation as well as the cost per square foot have ruled it out for the time being. A commercial kitchen is highly unlikely to be part of our first iteration given the space and funds required, but Laura raised the possibility of sharing kitchen space in future with the Belknap-Merrimack Community Action Program. They are not using their kitchen full time and are seeking a partner to share in costs.

With a remote assist from Jessica Livingston a request was put in to local developer Steve Duprey's office to visit the former Lighting Place building, which had previously been discussed as a possible location.

Given the sudden acceleration of planning to try and secure grants in 2019, Sandra suggested a separate committee meeting be established to outline our makerspace policies (discounts for certain members? tool checkout procedures?). The board agreed to meet on January 8th at 6pm.

By general consensus the meeting concluded shortly after 8pm. Informal discussion continued over Slack to solidify a walk-through of The Lighting Place at 9:30 the following morning.