



## Board Meeting Minutes

|  |   |   |
|--|---|---|
| <p><i>Minutes Approval:<br/>November 12<sup>th</sup>,<br/>2019</i></p> | <p><i>Yea: Laura Miller, Jared Reynolds, Sandra May, Chelsea Bailey, Nancy Paul, Lisa Smith</i></p> | <p><i>Nay: none<br/>Abstaining: none<br/>Missing: Gary Miller,<br/>Jessica Livingston</i></p> |
|--|---|---|

Date: October 10/15/19

Attendees: Laura Miller, Jared Reynolds (by phone), Sandra May, Jessica Livingston (by phone), Chelsea Bailey, Nancy Paul, Lisa Smith.

Apologies: Gary Miller

The meeting convened at 8:03 with Laura’s announcement that our partnership with the New Hampshire Women’s foundation was cancelled. Our ambassador to the event series, Heidi Solomon-Orlick, had a family emergency and was obliged to withdraw. Our group has failed to find alignment with the remaining members and we will not continue to support the event. As we still have funding to hold events promoting women’s entrepreneurship, we will explore a joint venture with Jamie Simchik of the Hotel Concord.

On Wednesday, 10/16 Laura will be meeting at 88 Village Street with architect Jason LaCombe and Dario Carrara of the planning board to discuss our permitting

Our USDA quarterly report on our progress awarded is coming due. Given there has been no financial activity to date we are merely required to provide an update on our planning operations and to document in-kind donations we have received. We also have our year’s end financial report coming due for the IRS and anticipate working with our accountant the week before Thanksgiving to complete.

Minutes from September, 2019 were approved with a motion to approve from Chelsea, a second from Lisa, and a unanimous from those present as well as Jared by phone (Jessica was not yet in attendance.)

Sandra requested time to discuss our need to develop the board and suggested that our web site be updated with the most recent additions to present a current face. We do not have bios posted for each member. Temporary bios were presented to those present who lacked website representation and will be posted or not depending on whether the members concerned prefer to write their own.

We also discussed including the Treasurer’s report, once developed, on the website. Nancy suggests posting it on an annual basis until there is enough membership and transactions that a quarterly report should be released.

At 8:15 Laura presented several quotes recently obtained to insure our officers. One option included employee's liability and can be considered in the future. Nancy moved that we select the director's only option with a 1 million dollar limit rather than 2 and Sandra seconded. All seven members present voted yes.

The board then turned to the pending lease for 88 Village Street. It has been under review by an attorney on a pro-bono basis. He has suggested we add language permitting Making Matters NH to sublet the property and make alterations; further, that any environmental issues discovered in the building should be the responsibility of the landlord. To expedite finalizing the lease, Nancy moved at 8:25 that the board empower Laura to sign the lease on our behalf once it meets our needs and Lisa seconded. Laura recused herself from this vote: Nancy, Lisa, Jared, Jessica, Sandra and Chelsea approved. While we do now have a line of credit, the group has the cash on hand for the \$2,500.00 initial payment. Nancy moved to pay with cash and Sandra seconded. All seven members attending voted Yes.

We need to pay the insurance premium as well; Laura will find out what installment options are available. We discussed how future payments can be made without the Board needing to vote every time a regularly occurring bill is due. As previously discussed, we also need to amend our bylaws so that more than one person on the board is capable of writing checks. Nancy suggested setting a \$3,500.00 limit where two signatures are needed; this will allow one person to sign our rent checks which are the largest routine expense we expect. For items that are NOT routine budget obligations, such as acquisition of tools, the threshold for two signatures would be \$500. Sandra suggested the new language in the bylaws authorize the "President, Executive Director, Treasurer, or whoever the Board may authorize." At 8:48 a formal motion was made by Nancy and seconded by Chelsea as follows:

- Checks may be signed by the President, the Executive Director, and/or the Treasurer
- Regular budget expenditures of over \$3,500.00 require a signature by two authorized individuals
- Expenditures outside the budget of over \$500.00 require a signature by two authorized

individuals

Yes votes were recorded from Nancy, Chelsea, Sandra, Laura, Jessica, Lisa, and Jared.

Discussion turned to our first planned tasks in the makerspace renovation. On the making side, there are two rooms roughly halfway down on the right that will be demolished to allow for our "fire lane" right of way. The three rooms closer to the reception area will be preserved. The room at the front is designated as our classroom; a grant application to Merrimack County is underway to extend the room further to the south, perhaps with accordion doors so it can open up for larger events. We would also use the funds to furnish it and put in equipment such as a smart board. The rooms across the way from the classroom can be used to house Photography and Prototyping. Laura and Jared are also pursuing a \$5,000. grant for computers and other equipment for Prototyping. Sandy moved that we put in a permit to demolish the two rooms that are in the planned fire lane and Nancy seconded it. Yes votes were recorded from all members present.

A brief discussion was held about the various types of memberships we will offer and what would be reasonable rates for same. Laura advised she, Chelsea, and Jessica would be meeting on Thursday to discuss a marketing plan for the makerspace. Sandra suggested scheduling of committee meetings be discussed in Slack to maximize the ability of interested persons to attend.

Nancy is willing to research possible structures for companies to provide their employees with discounted makerspace membership or class tuition.

Hours of operation were discussed. We need to know what the “quiet hours” are in this part of Concord, but apart from this we would anticipate staffing/security issues with a 24/7 model. For the time being we look to be open from 7 – 11. Regarding the rental spaces, Nancy suggested making a generic statement that WiFi was available in the building without making blanket promises as to upload/download speeds etc. Laura delineated the advantages renting our studio spaces had over renting in Concord (ground floor access, free parking, free utilities.) Sandra suggested the one office with its own bathroom be rented out at a higher rate than the others. A follow up meeting of the Space Committee was planned for 2:00 pm on 10/23.

We urgently need to get the carpeting up. Laura suggested we get dates out ASAP as there were several organizations willing to mobilize volunteers for us. Tentatively we will hold work sessions on November 3<sup>rd</sup> and 10<sup>th</sup> with the intent of having dumpsters onsite for the 10<sup>th</sup>.

The meeting concluded by general consensus at 9:12 am.