



Board Meeting Minutes

<i>Minutes Approval: 1/24/2020 via e-vote</i>	<i>Yea: Jessica Livingston, Lisa Stockwell, Sandra May, Nancy Paul, Laura Miller, Jared Reynolds</i>	<i>Nay: none Abstaining: none Missing: Gary Miller, Chelsea Bailey</i>
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Date: November 12th, 2019

Attendees: Laura Miller, Jared Reynolds, Sandra May, Chelsea Bailey, Nancy Paul, Lisa Stockwell. Travis Roy also attended to discuss ideas for project management.

Apologies: Gary Miller, Jessica Livingston

(Note: opening minutes were taken by Nancy Paul as the Secretary was running late. Sandra assumed taking the minutes at 8:10am)

The board meeting opened at 8:06 am with Laura Miller reporting on the great response we had for volunteers on our Community clean-up/painting days of November 10th and 11th. We added 23 new people to our email list, in particular we have several new volunteers with an IT background who want to help. Another volunteer who works as a contractor is happy to help with the demolition of the two offices in our planned fire lane.

Jared Reynolds presented several handouts on Making Matter's fiscal position and goals: our projected tools and equipment expenditures for our initial shops, a startup budget showing an overview of all expense categories and the anticipated grants as well as private fundraising returns; our first year's projection of income and expenditures, and our current balance with the USDA grant as well as our initial rent payment. He proposes using Quickbooks for our bookkeeping and suggests he attend a class on its use. Nancy is willing to be his backup on the records maintenance. Sandra suggested MMNH use a subscription for the cloud-based Quickbooks as opposed to desktop software so the entries can be done offsite. Lisa opined that this will also be easier for our accountant.

We continue to investigate other sources of grants. The Charitable Foundation has a fund specifically targeted for initiatives in Penacook. Nancy suggested we plan an open house in the near future to bring people in.

Laura discussed her no longer needing a Comcast business line at her shop after this year. Her contract with Comcast could be transferred to Village Street seamlessly with Caller ID changed to MakingMatters.

At 8:24 Sandra moved that the board authorized transfer of the existing Comcast account and Nancy seconded. All present voted in favor of taking over the existing account.

Continuing with infrastructure discussion, Jared asked if the existing electric setup could handle the power tools and systems MakingMatters will be using. Travis Roy has an electrician he can recommend, as does Nancy. Laura advised that Jason LaCombe is assisting with the demolition permit for the two small offices that are in the planned "fire lane". The building manager, Paul Morrissette, is attempting to find the source for a persistent leak in the rood; once he does a new volunteer, Robert Beck, is willing to assist with repairs.

We agreed to schedule an additional Community Work Day, on December 1st. This will again focus on painting. We will NOT paint the rental offices as the licensees are likely to want to paint them themselves.

We have left some of the existing carpet in place in offices we plan to rent out, as it seemed to be in good condition. Travis is willing to lend his carpet shampooer so we can do a trial cleaning.

We turned briefly to tech needs. Chelsea is going to set up a Doodle poll to reassess a regular date for BOD meetings. The need for a secure channel for the Board was also discussed.

Sandra asked if October minutes had been voted upon at the beginning of the meeting? Chelsea moved that we vote on approval and Lisa seconded. All board members present voted to approve the minutes.

Travis gave a presentation on a project management several Board members have previously test driven called Trello. He has already put together a sample board which the volunteers most interested in the woodshop have taken to. The main idea is to help keep track of priorities, progress on same, and to ensure that no one member is taking on too much.

We also touched base about how to leverage Slack now that new volunteers and future members are coming on board. There is a need for channels for discussion of our IT needs, for membership and for finances. We will continue to use it for electronic voting as well; board members who are not able to check in frequently can be contacted by other means to let them know a vote or discussion needs their attention.

The meeting ended at 9:15 by general consensus.