



Board Meeting Minutes

<i>Minutes Approval: July 6th, 2020</i>	<i>Yea: Laura Miller, Jared Reynolds, Sandra May, Chelsea Bailey, Jen Cook, Diana Moore, Adele Sanborn</i>	<i>Nay: none Abstaining: none Missing: Ron Miller</i>
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Date: June 1st, 2020

Attendees: Laura Miller, Jared Reynolds, Sandra May, Chelsea Bailey, Jen Cook, Ron Merrill, Diana Moore, Adele Sanborn

Apologies: None

The meeting was called to order at 9:02 AM and began with Laura's welcome to the new board members and introductions from Adele, Jen, Ron and Diana. We then discussed the matter of officers. The Vice President slot is currently empty but we are not required to fill it immediately; our bylaws do call for all officers to be elected when a new board is seated. Adele moved to accept the slate of officers from the prior term and Sandra seconded. All present voted affirmatively.

Laura turned to a brief discussion of our communications tool, Slack. In the interest of transitioning to a governance board the daily grind details of running the makerspace will go into a new channel, "Executive Committee". Board members who are interested can be as involved as they want in this channel, but it will not be mandatory.

We then discussed our Covid-19 reopening plan, which Laura recently presented to the Bureau of Economic Affairs. Written approval was received after an intense period of communications. Jared presented an overview of the plan: masks to be worn by members when social distancing is not possible, members need to sanitize hands and present as symptom free, our booking system will allow appropriately sized spaces to be reserved, and members will need to sign a special Covid-19 agreement. Sandra discussed the booking system, Skedda, which is currently being fine-tuned to fit our needs. The free version is not sufficient for the reservations and Sandra and Laura will meet offline to set up recurring payments for the software.

Jen asked regarding our intentions for signage now that we have reopened; she might be able to facilitate discounts with businesses she knows. While we do have a banner on the building there are other signs that would be very useful in promoting our reopened status.

Daily cleanings of the commonly touched surfaces, as well as the bathrooms are needed and are currently being made possible by the four legacy board members. Laura has asked the new board members to please consider helping in this capacity. She reports we are in good shape for actual cleaning supplies.

We moved on to Jared's presentation of the Treasurer's report. Given our forced shutdown from the pandemic three weeks after our soft opening, our new member signups are well below our projections. However, our expenses have also been minimal. A new operating budget with adjusted targets has been created that will allow for some additional expenses. It hinges our landlord's allowing us to modify our prior rent scaleup agreement. We have asked to pay \$2,000.00 a month for the remainder of 2020 and then go to \$3,000.00. She may not accept this exact proposal, but each of her tenants has come to her requesting some sort of rent relief and Jared believes she wants to make an across the board counterproposal ... possibly for deferring rent rather than waiving any of it.

Adele asked whether Making Matters had requested relief money under the Main Street fund? Laura advised this was one of several funds we have applied to. Because this fund looks at prior gross receipts it may be of limited help. We received a 1K loan from Economic Injury Disaster Loan Emergency Advance, which hopefully will be forgiven. We've also applied for a Charitable Fund grant which would allow us to provide audio visual equipment others could use for remote learning initiatives. Three *non* Covid grants that are pending are from the Franklin Savings Bank (\$10,000 to put towards equipment), a large CDFA tax credit grant, and a \$30,000 USDA grant we would apply to develop our coworking area. Jen stated she would like to assist on his committee and that she has ideas for additional small grants. Laura noted that assists with getting corporate sponsors would also be of value, as those funds could also be used towards our operating expenses. The new board has been sent our sponsorship documents.

Jared spoke briefly about our hopes for a sustained, multi-pronged NH Gives campaign. We have had modest returns in the past, and could improve on this by getting the word out earlier, particularly for people to give EARLY as there is a substantial match at play (again from the Charitable Foundation).

Laura queried whether our fiscal year accounting can be changed to calendar year to simplify our record keeping and tax filings. Right now our fiscal year runs October to October. She also noted that the Women's Foundation grant, education initiatives and subsequent event expenses are confusing to follow for newcomers. The income was reported in a prior report but the expenses are coming in now.

This education initiative is not operating at a loss. Chelsea moved that we accept the Treasurer's report into the record as presented and Adele seconded the motion. The entire board voted aye.

In closing, Jared noted that the pre-Covid budget is no longer realistic. We should come back to it for periodic health checks. We have been very controlled on expenses to date. Laura also notes that some of our memberships were pre-paid, and are in the "cash on hand" bucket. On the topic of expenses: Laura WOULD like to initiate monthly trash pick-up. Jared is in agreement with this expense, and Sandra voiced a "reluctant" yes given it is a big ask for board members to take the trash home. She thanked Ron for taking a great deal of pre-existing trash with him on the weekend and he states he is happy to do it again.

Returning to the topic of NHGives, which transpires June 9th through the 10th, Adele opined that when one goes to our Facebook page it is not immediately clear what our mission is. She suggests incorporating more of this language into our blurbs for the charity drive. There was a debate on whether to allow targeted giving (ie funding a particular machine) although there is also an argument for being able to apply any and all funds where we need it most. Jen suggested giving visitors to the NH Gives space options for either and Laura asked Jared to set the site up with both a targeted option and a general donation bucket.

Laura returned to the topic of Slack, emphasizing she wants to make certain the #board channel works in the most efficient way for our newcomers. Adele asked if it can be viewed on a personal computer rather than tablet or cell, and Chelsea confirmed it could. Ron did acknowledge Laura's idea of an email if "something was bubbling" in the Slack channel would help and Jen noted we could always re-evaluate the workflow. Currently, MMNH email addresses are needed for full access to Google Drive; Sandra will ask John Cassel to set these up for board members that lack them.

We need Conflict of Interest policies signed, also bios and head shots for the website. Laura asked if we were ready for the Concord Monitor to cover our reopening yet? Sandra asked for procedures/thermometers for recording daily temperatures, and to go over the agreed upon cleaning schedule. We repeated who was cleaning on which of the five days.

Jared reported on the Artist in Residence program; four artists had applied for two slots. Jared will alert all applicants about the decisions today. The program starts July 1st and the applicants committed to teach eight classes and also complete a project for the space. Diana suggested we start a web page for the artists involved in the space, with links to their own web sites. Laura noted we may also want the businesses renting in our space on the site.

Laura indicates we need to move forward with providing electricity to the artist stalls.

We have not yet gotten a bill for work done in the woodshop.

Laura updated the board on the initiative to bring the Penacook Farmer's Market to the makerspace. The essential issue is the prior organizer no longer wants to continue, but we are uncertain how much support from the community and the farmers involved that a current organizer who stepped forward has. We need a variance to conduct retail operations on the lawn anyhow, so Diana suggested we had nothing to lose by at least securing that. Laura will continue with the application which is due today. In the meantime, we will try to get a more concrete proposal and a better read on community buy-in. We would also need insurance for lawn events.

We opened the meeting up for questions from our new members. Adele is concerned about what expenses we have and asked for more detail about our target member demographic. She also wonders if our membership fee is too steep for the immediate area. Jared suggests we can ramp up our efforts to provide scholarship money.

Sandra noted that historically, she has digitally stored board member contact information in our MailChimp database and asked if the three new members who are not currently receiving the newsletter mind a temporary add for the sake of getting their addresses in? Laura reported she has already added them.

Diana, Ron, and Jen all voiced areas where they would tentatively like to be involved. For future online meetings, we also hope to start using a MakingMatters account rather than keep replying on an outside Zoom account. We have not yet resolved Google Meets vs Zoom. Sandra reminded the board she completed a proposal to streamline the existing Slack channels. She will also get Diana access to our WordPress site.

Next month's meeting is tentatively again Monday morning at 9am, but we can complete another poll as the time was last set for a board member who is no longer serving.

All agenda business having been discussed, Laura declared the meeting adjourned at 10:34.

