



## Board Meeting Minutes August 3<sup>rd</sup> 2020

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| <i>Minutes Approval:<br/>9/9/2020</i> | <i>Yea: Laura Miller, Jared Reynolds, Sandra May, Chelsea Bailey, Diana Moore, Ron Merrill, Adele Sanborn</i> | <i>Nay: none<br/>Abstaining: none<br/>Missing: Jen Cook</i> |
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**Attendees:** Laura Miller, Jared Reynolds, Sandra May, Chelsea Bailey, Adele Sanborn, Jen Cook

**Apologies:** Ron Merrill, Diana Moore

Guests: Ben Braggins, Andrew Heath

The meeting commenced at 9:05 am with the presentation of the Secretary's report. Sandra lacks Conflict of Interest statements from three board members. Laura advised she has Jen Cook's and it will be scanned to Google Drive. We will follow up with Ron and Diana.

July's minutes have undergone edits and been re-presented; Chelsea moved that we approve them. Laura seconded. All present voted aye.

Jen asked the guests to introduce themselves as she is new to the board. Introductions were made both by both Jen and Adele and those space members they did not know.

Treasurer's Report: Jared distributed our financial statement for July. Adjustments have been made to our operating budget as we continue to adjust for the Covid reality. We currently have \$11,046.00 cash on hand in our checking account. Our target is to grow by four new members, one rented open studio, and one rented office this month.

We received a hoped-for grant from Franklin Savings Bank, but for \$5,000.00 not \$10,000.00 Our application was for a paint booth, new metal shop equipment, and classes; we will need to adjust our intentions for what was received.

A final \$2,400.00 reimbursement is en route from the USDA which closes out our foundational grant. We are in receipt of an exciting new award for \$30,000.00, also from the USDA, to fit up studios and classrooms on the north end of the building. This will include hiring a plumber to give us HOT water and a deep sink in the "President's Office."

The Fundraising Committee delved into marketing materials for our CDFA tax credit campaign last week. We are receiving a generous assist from Emily Marsh of the Concord Chamber with the layout and copy; she has cautioned that if we do add photographs as proposed they need to be very high quality. Jared will work on some document modifications and reshare so we can start giving them to prospective buyers and practice consistent messaging.

To help get more rental space occupied, Jared would like to clean out the open space around the stalls and take appealing photos. We need to make some decisions on what to keep, try to sell, or discard. Sandra will approach Tom Wilhelm about potentially putting more visuals in his Artist in Residence studio for the work he does. Chelsea can help with advertising the weaving-related donations for sale. We also need to resolve our plans for the large loom (rent the time? sell? keep for community projects?). Adele is aware of several local looms made available by local associations that have gone unwanted. A small group of decision-makers will meet this Saturday to begin clean-out tasks. Sandra advised she and John were planning on finishing the open space studios that morning; Laura volunteered to swap cleaning days with Sandra so she can finish up the cubes before the start time of 10:30.

Sandra moved to accept the Treasurer's report as presented Adele seconded. All present voted aye.

Our July 15th Outreach committee meeting attracted several interested members and friends of the space to our discussion on how to generate more interest.

We have had our first virtual new member sign up. Wet ink form signature is pending. Sandra had not been advised that the member in question had actually joined and will follow up with him as he lacks information about how to obtain a check out.

Our Prototyping member has assembled a 3D printer for a friend of the space, who would now like to join. She has made a kind donation in return for this service. She also has an eleven-year-old son she would like to bring in, who would be an active maker. The Board is generally supportive but will need to review various matters such as the comfort level of resource managers on tools, our insurance coverage, and our expectations of parental supervision. Our guest policy already requires members to have total

responsibility for their guests. Jared has been researching how different spaces handle the matter. Jen anticipates our needing to accommodate children in other ways, for example if we do future partnerships with the Friends program. Our policies of younger children will be developed in committee meetings.

Jen happens to know several people at LAD welding and can help smooth the way for an ask on tax credits or other form of support.

We currently have few commitments from teachers to hold classes. Laura asked Ben if he could do a Glowforge demo. Andrew would like to put together a Safety 101 class, which would make subsequent tool checkouts run more swiftly and be more efficient for the teachers. To make running frequent baseline classes both attractive to teachers to conduct and economical for members who absolutely should take them, Ben suggests we adjust our cost sharing model. Chelsea suggested moving this conversation to Slack.

Sandra suggested we agree on a hard deadline in August for publishing a class schedule for September so we can get advertising out there timely. Other board members rejected buying space in the Monitor or the Hippo at this time due to the cost but suggested we could do posters. Jen noted that she was unable to find the actual cost of our entrepreneurial webinar online and Chelsea will review what actually ports over from WildApricot.

Laura asked Adele if she has connected with anyone willing to teach at MMNH. Adele notes many potential teachers are worried about Covid and that the Twiggs Gallery had a hard time coming up with a roster for the fall. Chelsea noted she is appealing to people who typically earn revenue at craft fairs that have been cancelled this year. Andrew mentioned a challenge with virtual classes is it makes asking questions difficult.

Jared would like to set aside a couple nights a week in the space where we could allow more members into the space so long as everyone wore a mask. The idea of "Making Mondays" appealed to several people. Jen wants to be certain we do not put out any mixed messages about our Covid policies. It was suggested we take this up in this evening's Outreach meeting.

Laura announced initiatives with the United Way, an application for a grant from the State Arts Council, and an educational venture, "Mindful Art for All" which targets low income seniors and people with disabilities among other groups.

We turned to the topic of documenting individual roles at MakingMatters. Jen mentioned she would like to help in Outreach but currently fears duplicating efforts. Chelsea suggested adding more officers to the roster, and Andrew adds that he has seen groups have multiple VPs assigned to specific roles. Sandra suggested this might make service more attractive without people fearing being next in line to the President. Jared noted without delegation practices, we risk attrition of more volunteers. Ben added that the hardest part of delegation is being willing to accept the returned work product.

Jen noted the paucity of volunteers willing to clean and suggested we find a way to make that role sound more inviting. Sandra wondered if we could run an "Adopt a Floor" campaign.

Laura stated that doing multiple VPs make things legally complicated for the entity.

The executive committee settled on holding their next meeting Tuesday [tomorrow], tentatively at 3. We will work out a proposal for delegated roles in the near future.

The meeting concluded at 10:56 am.