Milwaukee Makerspace
Monthly Orientation Class
Purpose of this class:

- Familiarize
- Prepare
- Educate
- Introduce
Things you’ll learn about:

- Our Group
- Our Building
- Policies & Procedures
- Equipment & Safety
- Meetings & Events
- Our Culture
Tom’s Garage – September 2009
Our First Building – November 2010
Grand Opening – April 2011
First Board – October 2012
Move to Lenox – January 2013
100 members – July 2013
Makerfest – October 2013
Today
Our Building
Exits
Parking

Map of Milwaukee Makerspace location at 2555 S Lenox St.
Parking
Lighting in most rooms
Workshop Lights!
Heating & Air Conditioning!
Internet!

Wireless Network: "MilwaukeeMaker" pass: wrenchiron
Paper Goods & Cleaning Supplies!
Soda & Beer in fridges!
Trash disposal!
Policies & Procedures
Member Handbook on the wiki

Welcome
Welcome to the Milwaukee Makerspace! This Member Handbook contains some important and basic information that will help you at the space. If you find yourself wishing something useful to members was on the page, log in and add it!

The board of directors currently consists of the below list of members. To contact the board email info@milwaukeemakerspace.org.

- President: Grant Holman
- Treasurer: Joe Rodriguez
- Operations Director: Matt Wittmann
- Communications Director: Pete Prodoehl
- Director at Large: Tom Gralowcz
- Director at Large: Chris Hemmerly
- Director at Large: Dan Jonke

The makerspace has Area Champions who oversee the activities in each of our many areas.

- Wood Shop: Tom Gondek, Vishal
- Metal Shop: Matt Wittmann, Dan Jonke, Hiram
- Machine Shop: Adrian
- Electronics: Dennis
- 3D Printing: Joseph Bozarth
- Craft Lab: Colleen, Lexie
- Lasers: Lance Lamont

Official Documents
Members must review the member agreement form, member release form, and bylaws. The member agreement form and member release form must be signed and returned to one of the makerspace board members.

New Maker Checklist
1. For the New Maker
   a. Get vetted, spend time with others at the space (minimum of 2 separate visits)
Our By-Laws on the website

BY-LAWS

ARTICLE 1 — Name and purpose

SECTION 1 Name

1. The name of the corporation is Makerspace of Milwaukee, Inc. To be referred to hence as MoMI.

SECTION 2 Purpose

1. The purpose of the MoMI organization is:

   A. Build and maintain spaces suitable for technical and social collaboration.

   B. Collaboration on all forms of technology, culture, and craft in new and interesting ways.

   C. Freely share its research and discoveries, using what is learned to teach others.

   D. Recruit and develop talented members dedicated to these purposes.

ARTICLE 2 - Membership
Our Board of Directors

- President
- Treasurer
- Communications Director
- Operations Director
- (3) “At-Large” Board Members
Current Board Members

Brant H.  Pete P.  Joe R.  Tiffany M.

Dan J.  Chris H.  Tom G.
Current Area Champions

- Wood Shop: Tom Gondek, Vishal
- Metal Shop: Dan Jonke, Hiram
- Machine Shop: Adrian
- Electronics: Dennis
- 3D Printing: Joseph Bozarth
- Craft Lab: Colleen, Lexie
- Lasers: Lance Lamont
- Screen Printing: Pete Prodoehl
- Kuka/Robot room: Matthew Neesley
Tool Use & Training
Parking Permits/Tickets

PARKING TICKET

UNCLAIMED PROPERTY OR ITEM IN DISTRESS

Description of property ____________________________
This item was:
( ) on the floor or obstructing a walkway
( ) on a work surface after the owner appears to have left
( ) leaning against or piled up by storage, wall, or work area
( ) no parking permit or sign indicating ownership
( ) other

If after 14 days from the date listed below, this item has not been
reclaimed or claimed, the property will be considered
abandoned. It will then be offered to other members, placed on
the Hack Rack, or disposed of.

The finder who is undersigned, vouch that I have made a
reasonable, good faith effort to contact the owner, if known, about
this unsafely or improperly stored property.

Finder’s name ____________________________

Time and date ticket began ____________________________

Finder’s signature ____________________________

PLEASE CLAIM THIS ITEM IMMEDIATELY

PARKING PERMIT

RECLAIMED PROPERTY – MAY BE Claimed

Description of property ____________________________

Intended purpose (if known or to be determined)

I, the undersigned, am responsible for this property and warrant that I will
make a good-faith effort to reclaim the item for the benefit of the
owner. If the item is not reclaimed within 14 days from the date listed
below, I have not reconnected this parking permit, and I am
responsible for the item. If the item is not reclaimed, it may be
removed by another member, put on the Hack Rack, or disposed of.

Owner’s name ____________________________

Contact (phone or email) ____________________________

Time and date permit began ____________________________

Owner’s signature ____________________________

( ) Please do not touch! This is fragile and/or is in a critical phase
( ) If needed, feel free to carefully move this item to a nearby location
Board of Director’s
or Area Champion Consent ____________________________

Owner’s signature ____________________________
Parking Permits/Tickets
Personal Storage
Materials, Parts & The Hack Rack
Guests, Children, Pets, Etc.
Donations and Non-Profit Status
Dues and Rental Payments
Cash, Check, Paypal, Dwolla, Square
Equipment & Safety
What is your skill level?

EVERY PRO WAS ONCE AN AMATEUR.
EVERY EXPERT WAS ONCE A BEGINNER.
SO DREAM BIG.
AND START NOW.
Types of hazards
PPE = Personal Protective Equipment

[Image: Are YOU protected?]

[Image: I WANT YOU TO WEAR PPE]
Where to find PPE
Behavior & Attitude
Behavior & Attitude

- Be aware of your environment
- Ask for help, get training
- Understand the hazards
- Slow down
- Store hazardous materials safely
- Clean areas are safer to work in
- Avoid injuries to yourself and others
- Avoid damaging equipment
Broken or Damaged Tools

- Stop use immediately
- Unplug and lock out
- Inform others
First Aid
Reporting an injury
Fire Extinguishers
Fire Alarm Pull Stations
Emergencies

WHO TO CALL

Immediate threats to life, health, and property

Fire, Police, & Medical ........................................... Call 911
Police non-emergency ........................................ 414-635-7222
Fire non-emergency ........................................... 414-288-8848
WE Energies - Possible gas leak ............................... 800-281-5325
WE Energies - Other electric/gas emergency ............... 800-662-4797

Please notify the Board of Directors immediately after any emergency!

Needs attention ASAP
Roof leak, plumbing/electrical problems, door won’t lock, etc.
Tom Gralewicz (Landlord, Board Member) .................. 414-380-1716
Brant Holleman (President) .................................... 414-208-6572
Pep Pradhan (Communications Director) ................. 262-990-4531
Dan Jonke (Board Member) .................................... 516-317-9669

Please only call Board Members if absolutely necessary!

Needs attention soon
Doors difficult to close, dripping faucets, clogged toilets, Internet outages, out of welding gases, missing tools, broken tools/machines, etc.

Please notify the Board of Directors by email:
info@milwaukee-makerspace.org

Email Board of Directors:
info@milwaukee-makerspace.org
Cameras
Meetings & Events
Regular Events

- Open Nights, Tuesdays & Thursdays
- Space Improvement Days
- Recurring Group Meetings
Special Events

- Gallery Nights
- Classes
- Special Tours
- Demonstrations
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat, May 3, 2014</td>
<td>10:00 AM - 11:00 AM</td>
<td>Makerspace Orientation Class</td>
</tr>
<tr>
<td>Sat, May 3, 2014</td>
<td>1:00 PM - 4:00 PM</td>
<td>Milwaukee 3D Printing Meetup</td>
</tr>
<tr>
<td>Tue, May 6, 2014</td>
<td>12:00 PM - 12:30 PM</td>
<td>Trash Day</td>
</tr>
<tr>
<td>Tue, May 6, 2014</td>
<td>7:00 PM - 9:00 PM</td>
<td>Weekly Open Meeting</td>
</tr>
<tr>
<td>Thu, May 8, 2014</td>
<td>7:00 PM - 10:00 PM</td>
<td>Builder's Night Out</td>
</tr>
<tr>
<td>Sat, May 10, 2014</td>
<td>1:00 PM - 4:00 PM</td>
<td>MEOW Meeting</td>
</tr>
<tr>
<td>Sun, May 11, 2014</td>
<td>1:00 PM - 4:00 PM</td>
<td>Milwaukee Electric Car Club Meeting</td>
</tr>
<tr>
<td>Tue, May 13, 2014</td>
<td>12:00 PM - 12:30 PM</td>
<td>Trash Day</td>
</tr>
<tr>
<td>Tue, May 13, 2014</td>
<td>7:00 PM - 9:00 PM</td>
<td>Weekly Open Meeting</td>
</tr>
<tr>
<td>Thu, May 15, 2014</td>
<td>7:00 PM - 10:00 PM</td>
<td>Builder's Night Out</td>
</tr>
</tbody>
</table>
Social Media
Google Groups Mailing Lists

Google

Search for groups or messages

CREATE GROUP  Edit memberships

My groups

Home
Starred

My groups

Switch organization view to: rooth.org

- memberonly-milwaukeemakerspace
  (Owner) Manage
  Private discussion list solely for paying members in good standing of the Milwaukee Makerspace.

- milwaukeemakerspace
  (Owner) Manage
  The email list for the upcoming Milwaukee maker space~
Blog and Wiki
Other Media

Links

- Website: http://milwaukeeemakerspace.org/
- Google Group: https://groups.google.com/forum/#!forum/milwaukeeemakerspace
- Twitter: http://twitter.com/mkemakerspace
- Facebook: http://www.facebook.com/mkemakerspace
- Google+: http://plus.google.com/106695664958199603722
- Flickr: http://www.flickr.com/photos/milwaukeeemakerspace/
- Flickr Group: http://www.flickr.com/groups/milwaukeeemakerspace/
- YouTube: http://www.youtube.com/user/MilwaukeeMakerspace
- LinkedIn Group: http://www.linkedin.com/groups/Milwaukee-Makerspace-3956666
- foursquare: https://foursquare.com/v/milwaukee-makerspace/4cd7481b8e5b6a31ddd175ac
- Yelp: http://www.yelp.com/biz/milwaukee-makerspace-milwaukee
- Hackerspace Wiki: http://hackerspaces.org/wiki/Milwaukee_Makerspace
Our Culture
Who we are

Teachers, students, artists, writers, entrepreneurs, engineers, painters, welders, boat-builders, race car mechanics, chemists, hobbyists, tinkerers, do-it-yourselfers, hackers, craftsmen, inventors, and more
Our common interests
Glossary of Terms

- Do-o-cracy
- Hacker
- Skill Collector
- Sweat Equity
Respect for yourself
Respect for others

Code of Conduct

In order to keep things civil and respectful, the Board of Directors has adopted the following guidelines for discussions on the message boards and other social media:

- Follow the Golden Rule: Treat others as you would like to be treated!
- Keep criticism constructive.
- Please refrain from name-calling or derogatory statements.
- The group has no tolerance for discrimination based on gender, race, sexual orientation or religion.
- Any conduct that the Board determines to be offensive will be addressed as necessary.
- On a first offense, the Board will issue a warning.
- Subsequent offenses may be cause for further disciplinary action per the By-Laws.

Anti-Harassment Policy

Milwaukee Makerspace is dedicated to providing a harassment-free experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, or religion. We do not tolerate harassment of people at our events or space in any form.

Sexual language and imagery should only be used for positive purposes in accordance with best practices advocated by professional sex educators (if you’re not sure what those are, don’t do it).

Harassment includes offensive verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.

People asked to stop any harassing behavior are expected to comply immediately.
Thank you for your time!