

MMS BOD Meeting

February 19, 2015

6:30 pm

Lenox, Meeting Room

The meeting was called to order by Lance Lamont at 7:00 pm

In attendance

Lance Lamont, Joe Rodriguez, Tiffany Lea, Vishal Rana, Tom Gralewicz,

Approval of Minutes Jan 2015

Agenda item: Secretaries Report **Presenter:** DL Swanson

Discussion:

New Secretary introduced Deborahlynn Swanson
The minutes were read from the January 15, 2015.

Conclusions: Approved

Minutes Feb 2015

Agenda item: Treasurer's Report **Presenter:** Joe Rodriguez

Discussion:

- Transferred \$1500 from checking to saving to take advantage of interest percentage in savings.
- January Report is on line and previous month report to be made public.

UPDATE: Square says the account cannot be transferred to someone else, it would need to be closed and a new one opened. There's no more info for Brant to provide and he doesn't have access to the billing spreadsheet.

- Get rid of Square cannot get reports.
- Strip was mentioned by Chris H.

UPDATE: Quicken software

- We have 2-3 legal copies
- Is api for 2009 – Tom Gralewicz is not sure but will check.
- Dan Jonke – ODBC table for 2009
- How to handle money from old invoices, leave old invoices in google app.
- Will quicken connect to door access
- Have quicken test against database and information on drive.
- Possible 4300.00 bounty to create connector between access and QuickBooks.

UPDATE: Soda fund

- Box locked or unlocked
- Where are the funds being put
- Stop honor system, soda champion, vending machines.
- Vending Machine options; self-purchase, outside vendor lease.

Action items	Person responsible	Deadline
✓ Continue research on new member software	Vishal Rana	
✓ Treasures report put in pdf and sent to members	Dan Jonke	3/15/2015
✓ PayPal acct tied to Royce – Close acct setup MMS generic acct	Joe Rodriguez	3/15/2015
✓ Close Square acct once PayPal acct is setup.	Joe Rodriguez	3/15/2015

Action items	Person responsible	Deadline
✓ Check test database for operability as a starting point, run different scenarios	Tom Gralewicz	
✓ Look in to various soda vendor options	Chris H.	

Agenda item: **Building ownership/purchasing shares Report** **Presenter:** Tom Gralewicz

Discussion: In Progress

Action items	Person responsible	Deadline
✓ Researching ways that MoMI could buy the building if the members decide to do so.	Joe Rodriguez and Tom Gralewicz	
✓		
✓		

Agenda item: **Non-profit, 501c3 status** **Presenter:** Tom Gralewicz

Discussion:

IRS sent Tom Gralewicz Letter requesting more information

Conclusions: Pending

Action items	Person responsible	Deadline
✓ Response to be sent to IRS	Tom Gralewicz	3/1/2015

Policies and Procedures

Agenda item: **Area Champion Updates** **Presenter:**

Discussion:

UPDATE: Area champion description

- Should we send it out to the area champions for feedback (yes)
- When – within two weeks
- Need clause for removing area champions
- Discussion on Charles being an area champion for electronics lab

UPDATE: VONC

- Discussion had temporarily been tabled
- Lance Lamont to email members and request VONC no longer be discussed on forums (This has been completed)
- With by laws change to new board elections what impact does that have.

Conclusions:

Send area champion document out

Under requirements for area champions, Charles is not a SME for electronics. But, the assistance he give is much appreciated.

VONC will be superseded by the annual meeting and BOD elections. Send notice to members.

Action items	Person responsible	Deadline
✓ Revise Area Champions Duties Document as noted in this meeting	Tiffany Lea	3/1/2015
✓ Send VONC update notice to members	Lance	3/15/2015

Building Topics/Projects Update

Agenda item: **Building Topics**

Presenter:

Discussion:

UPDATE: Wiring

- Work on wiring for general outlets for Meeting Room and Wood Shop - Done
- Wiring for Red Dragon CNC – Done

UPDATE: Pallet Racking for West Room

- Should Power Wheel stay?
- Who is active in power wheels
- Leave power wheels in current location, worry about maker faire when they need the space.
- We can leave induction furnace were it is.
- Can we move forward with pallet racking? Proposed by Tiffany Lea to get pallet Racking, seconded by DL Swanson, vote passed unanimous.
- Vacuum former will go on new west room pallet rack

UPDATE: Welding Exhaust Filter Box

- Frame completed and installed, Group needs to purchase filters for it – \$200 for 10 filters.
 - Dan Jonke proposed spending \$200.00 for filters, DL Swanson Seconded, passed.
- John H asked for outlet in New Jewelry area.

UPDATE: Parking Tickets

- who can ticket – any member
- who can ticket member storage – BOD only
- No Red ticket pre-shopping, members marking red ticket items as theirs before items go to hack rack is not acceptable.
- Member storage after member lapses –
 - BOD member to put a green ticket on the member storage that is good for 21 days or until the 7th of the following month whichever is longer.
 - On the 22nd day or 8th of the month then a BOD member is to place a red parking ticket on the member's storage.
 - 1 week after Red ticket is issued a BOD member will move the member storage items to the impound lot.
- Red ticket items in impound lot will be disposed of 4 weeks after Red Ticket is issued by a BOD member only.
- BOD will empty the impound lot once per month on Space Improvement Day.
- Anyone removing items from the impound lot that is not on the BOD or before the 4 weeks of issue date will receive a warning.

UPDATE: Proposed East/West Room Changes

- Rewrite proposal and floor plan for West/East Room Reorg
- DL Swanson worked on Plan for east room with Tiffany Lea and Champions, BOD passes east room layout for moves to start asap and major move on space improvement day.
- Reviewed preliminary layout for kuka room with CNC – DL Swanson and Tiffany Lea will work with Matt and Steve to get an agreed upon layout.

UPDATE: Relocating Watch Parts

- Complaint from member Jake on 2/17 who wanted to use the photo studio.
- Keith had offered to raffle off watch parts cabinets.
- It was proposed by Lance Lamont to have Keith raffle off the watch parts cabinets. Dan Jonke seconded. Vote passed unanimous.

UPDATE: Temporary Vault Hallway Overflow Storage - pending

UPDATE: Long Materials Storage Proposal – materials purchased, needs to be built.

UPDATE: Electric Kiln

- Brant and Tom Gralewicz working to add exhaust fan in pottery area
- New parts for kiln fan & hood.

UPDATE: Photo Studio

- Is the photo studio available for a long period? Agreed that someone could setup for no more than two weeks.

Action items

- ✓ Outlets for New Jewelry Area
- ✓ Talk with Charles about watch parts
- ✓ Setup Camera to face Impound Lot

Person responsible

Tom Gralewicz
Dan Jonke

Deadline

June

Member/Space Projects Update

Agenda item:

Projects

Presenter:

Discussion:

UPDATE: 4x8 CNC Plasma Cutter

- JOE RODRIGUEZ: Will have completed by July

UPDATE: 4x8 CNC Router

- STEVE: In progress will have completed by April 2, 2015
- Steve needs stepper for z axis.
- Tom G. & Ron has a stepper controller for Steve to use.
- Decommission old CNC with one month overlap.

UPDATE: Kuka

- MATT: Complete demo project with Lance, get two trainers, update wiki
- Working on updated license
- Machine works will have documentation on wiki by March 15, 2015
- Training class is a two class program.
- When will others be able to use
- Separate donation box for Kuka is needed.
- Kuka will do full 5 axis milling
- Discussed room arrangement with Matt and Steve.
- Proposed by Tiffany Lea and seconded by Steve to make the Kuka room also a joint CNC room. Vote passed – unanimous.

UPDATE: Red Dragon

- Is running and working
- Multiple people trained
- Wiki documentation is updated
- Not sure about Cam/Fusion software(licenses)

UPDATE: Induction Furnace

- TOM GRALEWICZ: On hold until May

UPDATE: Large format plotters

- STEVE: Email Ed H about removing the photo printer from the space, copy info@ account

UPDATE: Floor sweeper

- TOM GRALEWICZ: follow up with the BOD once an offer is received

UPDATE: Leather working tools

- New leather working area
- New BOD to check in with champions about classes and wiki information

UPDATE: Vacuum Former

- JUSTIN: vacuum former in progress
- Need to check with Michael on second vacuum former

New Equipment:

- Need new Lazer computer will BOD match Funds
- Can we put old PC out to members
- Do we have a C here to use
- Tom Gralewicz said he had a PC
- Mark-TIG Welder (\$1600) Dan Jonke asked if there was interest – Not at this time.

Action items

	Person responsible	Deadline
✓ Kuka room dust removal proposal	Matt	
✓ Kuka wiki update	Matt	3/15/2015
✓ Post Red Dragon information to group	Joe Rodriguez	3/19/2015
✓ Email Ed H about photo printer removal	Steve	3/19/2015
✓ Contact Michael about vacuum former	Tiffany Lea	3/15/2015
✓ Get with Keith about a PC for Lazer Cutter	Tom Gralewicz	3/15/2015

Meeting ended at 9:30 pm