

2024-06-12 Board Meeting Minutes [Approved]

Date

12 Jun 2024

Location

1825 Monetary Lane #104, Carrollton, TX 75006

Google Meet

- ID: <https://meet.google.com/bdi-itpp-yxm>
- Phone Number: (US) +1 617-675-4444, PIN: 625 741 483 4617#

Attendance

Board:

Present:

- [Thomas Fagan](#)
- [kia khadem](#)
- [James Henningson](#)
- [Jack Smith](#)
- [Julie Harris](#)

Absent:

- NONE

Other:

- [Jason Harner](#)
- [Kevin Oliver](#)
- others

Call to Order

Called to order by [James Henningson](#) at 19:03 CDT

Prior Minutes

[2024-05-15 Board Meeting Minutes \[Approved\]](#)

MOTION: Approve Prior Minutes

- Proposed: [Thomas Fagan](#)
- Seconded: [kia khadem](#)

Vote:

- For:
 - [Thomas Fagan](#)
 - [kia khadem](#)
 - [James Henningson](#)
 - [Jack Smith](#)
 - [Julie Harris](#)
- Opposed: none
- Abstained: none

Member Recognition

[Rich Osman](#) for his ongoing work with the new Interlock system.

[Gena Terranova](#) for her ongoing work on DMS PR

Recurring Items

Financial Statement

Income	74,951
Expense	
Net	12,000

Brief financial discussion let by [Jason Harner](#)

Discussed \$500K investment fund is not properly showing up on DMS statements/accounting system. [Jason Harner](#) and [James Henningson](#) are working to get the issue addressed with Fidelity

Member Add/Drop

Available data/information not easily available at this time. Will continue to work on it.

Buildout Status

James - Buildout - Phase I Status - up to date costs for Phase I

MOTION: Approve \$135K to begin Phase I of the buildout. Phase I includes move of automotive, lathe room buildout, and wall for Digital Media. It excludes flooring for Digital Media hallway and an AC re-route that [Tim Bene](#) requested. Tim was unable to attend the meeting.

- Proposed: [James Henningson](#)
- Seconded: [kia khadem](#)

Vote:

- For:
 - [Thomas Fagan](#)
 - [kia khadem](#)
 - [James Henningson](#)
 - [Jack Smith](#)
- Opposed:
 - [Julie Harris](#)
- Abstained: none

Timing is unknown at this time.

[James Henningson](#) agreed to do a DMS-wide communication on the status

Committee Review

Committee	Meeting Date	Election Date	D&O Assigned	Last D&O	Comments
3D Fab	6/2/24	6/2/24	Max	Max 6/2/24	
Animatronics	6/2/24	3/21/24	Max	Max 6/2/24	
Automotive	4/14/24	04/14/24	Jay	Jay 04/14/24	
Blacksmithing	5/18/24	?	Julie	?	need to better understand last election date and associated notes
					6/8/24 meeting notes are preliminary.
Ceramics	6/8/24	6/8/24	Jay	?	The agenda said there was a Chair Election
Creative Arts	6/2/24	6/2/24	Max	Max 6/2/24	

Digital Media	6/2/24	1/28/24	Max	Max 1/28/24	
Electronics	5/9/24	5/9/24	Jay	?	
Glassworks	5/1/24	5/1/24	Julie	?	
Jewelry	6/11/24	5/14/24	?		
Laser	4/1/24	4/1/24	Julie	Julie 4/1/24	
Machine Shop	5/25/24	4/27/24	Jay	Jay 5/25/24	
Metal Shop	6/1/24	11/4/23	?	Max 6/1/24	Meeting notes for 6/1/24 have not been posted. Can not find notes when Max was elected Chair
Motorsports	5/9/24	5/9/24	Julie	?	
Printmaking	5/25/24	5/25/24	Max	Max 5/25/24	notes posted on 6/11/24
Science	5/19/24	12/17/23	Max	Max 4/21/24	Chair elections the end of June
Vector	5/16/24	11/15/23	Jack	?	next election Thurs 6/20/24
Woodshop	5/30/24	12/14/23			

Any Committee actions required?

NONE

D&O Assignments?

Discussed D&O Committee assignments. Revised list to be reviewed at next BoD Meeting

MOTION: Motion to confirm the following Committee Chairs:

Keith Kubal - 3D Fabrication

Mark Reynolds - Creative Arts

Mikael Kusturin - Printmaking

Jason Harner - Motorsports

Joseph Lahoud - Jewelry

Vincent Craddock - Glassworks

Art Givens - Electronics

- Proposed: [James Henningson](#)
- Seconded: [kia khadem](#)

Vote:

- For:
 - [Thomas Fagan](#)
 - [kia khadem](#)
 - [James Henningson](#)
 - [Jack Smith](#)
 - [Julie Harris](#)
- Opposed: none
- Abstained: none

Board directs the CTO to execute the Chair Transition Checklist for these Chairs, as needed

MOTION: Motion for the following Committee business - Science

<see below>

<see below>

Submitted By	Agenda Item Title	Problem	Solution	Relevance	Pulled from Consent	Moved By	Seconded By	For
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Max Locke	Clarify Minimum Age to Be a Primary Member	Current rules are not clear	Modify the rules to reconfirm minimum age to join DMS as a primary member	Clarity of the rules	no	 James Henningson	 Thomas Fagan,	 Thomas Fagan,	 Julie Harris
			Motion to amend the rules as follows:						
			Title Membership Dues changed to Membership /Membership Dues						
			Add: A Primary Member must be at least 18 years of age *** Board directs the Secretary to amend the DMS rules in Source						
								 Jack Smith,	 James Henningson

Max Locke	Rules For Forming a Special Interest Group	Current Understanding of SIG Requirements are Not Documented	Reconfirm and document the rules for SIG formation.	Clarity of the Rules	no	 Julie Harris	 James Henningson	 Thomas Fagan,	 Julie Harris
			Motion to amend the rules:						
			At least 3 DMS Members are required to form a Special Interest Group						

SIGs
may be
focused
on any
topic
/subject
matter
as long
as the
subject
matter
does
not
conflict
with
DMS'
Code of
Conduct

A
Formal
SIG is a
sub-unit
of a
committ
ee –
Sponsori
ng
Committ
ee
To be a
Formal
SIG, the
Sponsori
ng
Committ
ee must
vote to
add it
and
include
the vote
in its
Committ
ee
Meeting
Minutes
The
Sponsori
ng
Committ
ee will
provide
budget
and/or
space
as it
sees
fit. How
ever,
the
Sponsori
ng
Committ
ee
maintain
s
control
of said
resource
s



Jack Smith,



James Hennings

The
Formal
SIG will
exist as
a
Formal
SIG at
the
leisure
of the
Sponsori
ng
Committ
ee

Informal
SIGs
Not
sponsori
ed by a
Committ
ee
Informal
SIGs
are not
subject
to any
special
rules or
privilege
s
outside
of those
governin
g DMS
Member
s
To
utilize
DMS
commun
ication
tools
such as
Talk
and
Discord,
the
Informal
SIG
needs
to be
recogniz
ed

To be
recogniz
ed, the
Informal
SIG
needs
to send
a
simple
messag
e to the
Secretar
y ([Secre
tary@Da
llasMake
rspace.
org](mailto:Secretary@DallasMakeSpace.org))
with
name of
the SIG,
the
objective
of the
SIG,
and the
Member
s that
voted to
form the
SIG.
Informal
SIGs
can be
terminat
ed at
any
time by
the
Board
(exampl
es
might
include,
inactivity
, bad
behavior
, etc.)

Board
directs
the
Secretar
y to
amend
the
DMS
rules in
Source

Jason Harner	Subiefes t 2024	Mo Member z, Mo Moneyz, Mo Problemz	NO ACTION TAKEN. MOVED TO MARKE TING UNDER JAMES Sponso r Subiefes t in order to attract new Member s	We need members	no
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Motion
to
budget
\$1600
for DMS
to
sponsor
Subiefes
t 2024 - l
arge
Subaru-
only car
show in
Dallas

Include
three
(3) 90-
day
member
ships
for the
raffle

Event
specific
promo
code - 1
month
free

Anticipat
e _____
new
member
s

Discussi
on

We'd
like to
sponsor
a booth
at
Subiefes
t 2024,
it's a
large
Subaru-
only car
show in
Dallas,
with
~3800
attendee
s last
year

The
Plan: In
a 25' x
35'
sponsor
spot,
exhibit
a
member'
s
Subaru
alongsid
e the
DMS
Racecar
and drift
trike
(the
good
one).
Have
our sim
rig
available
for folks
to try
out.
Have a
significa
nt
number
(5-10)
of
voluntee
rs for
commun
ity
engage
ment,
handing
out
flyers,
talking
about
the
space,
etc.

Budget:
~\$1600

\$1000
for
Sponsor
booth,
lower
levels
are
available
at \$700
or \$400
for a
single
space,
this tier
gets us
a large
logo on
the
shirt,
plugs
on the
PA,
logo on
the
schedul
e and
banners
around
the
event,
seems
worth
the
extra
\$300
\$75 for
booth
power,
lets us
run the
sim rig,
which I
think
will
attract
people
\$100
material
s to
plasma
cut and
powder
coat for
swag,
thinking
bottle
openers,
Subaru
headgas
ket
keychain
s,
somethi
ng in
that
vein
\$100
banners,
stickers,
promo
material
s
\$100
volunte
e food

\$225
New Ez-
up or
repairs,
need to
survey
the
conditio
n of the
current
ones

Non-
Monetar
y
Support:

Need
many
voluntee
rs! We'll
need
help
with
producin
g the
marketin
g
material
s,
making
the
swag,
loading
and
unloadin
g, booth
setup,
and
high
energy
folks
pitching
the
space
to
passerb
y
3 90-
day
member
ships
for the
raffle
(raffle
items
are
required
for
sponsor
s)
Event
specific
promo
code, I
suggest
first
month
free,
easier
close
and we
can
track
how
many
folks we
get

Max Locke

Motion
to
amend
the
DMS
rules -
power
in
parking
lot

Questions
about
Member
use of
power
in the
DMS
Parking
Lot

Change
the
rules to
clarify
language
around
power
provided
in the
DMS
Parking
Lot

Clarity of
the Rules

no



James
Hennin
gson



Thomas
Fagan

T



Thomas Fagan,
a khadem,



Juli



Jack Smith,

James Hennings

Motion
to
amend
the
DMS
Rules

In the
Parking
Section,
add:
Vehicles
owned
by
Member
s only
may
use
DMS
provided
power
in the
DMS
Parking
Lot as
long as
are
working
at DMS,
and no
parking
rules
outlined
above
are
broken.
If power
is used
extensiv
ely (as
discretio
n of the
DMS
Director
s and
Officers)
, the
Member
shall
make a
donation
to DMS
to offset
the cost
of the
power.

Board
directs
the
Secretar
y to
amend
the
DMS
rules in
Source

Paul Wilson	Authoriz e up to \$3,000 for purchas e of a Challen ge	The Printmak ing committ ee needs more equipme	Printmak ing would like to purchas e the following items	Enabling the teachig or letterpress techniques over a full range of student	no	 Julie Harris	 J ames Henningson	 Thomas Fagan, a khadem,	 Juli
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Letterpress
Proof
Press,
type
sets,
and
studio
furniture.

nt to
fully
enable
the
teaching
of
letterpress
printing.
We
have
high
end
presses,
but do
not
have a
beginner
friendly
press, a
limited
selection
of type
(no full
sets of
a single
typeface
) , and
limited
process
specific
storage
space.

from
Chuck
Peel at
Fine
Arts
Engraving
in
Oklahoma City:
1)
Challenge
e 1425
Proof
press
(\$1500.00). This
press
will fill
the
equipment
gap
between
the set
of
Provisional
Press'
that we
have
made in
house,
and the
large
C&P
floor
letterpress.
It is
able to
handle
both
beginner
printing
methods
using
magnets
, and
also
proof
print
finished
lockups
in the
C&P or
Kelsey
chases
before
they are
moved
to the
C&P for
a full
print
runs.
2)
Galley
Cabinet
with
trays
(\$50.00)
.
Printmaking
has
one
locked
cabinet
that will
be
dedicated
to

/member
capabilities
from
beginner
to
accomplished
artisan.



Jack Smith,



James Hennings

storing
type,
chases,
press
bases,
and
class
setups.
The
new
cabinet
will
remain
unlocke
d, and
will
provide
a space
to keep
student
projects
organize
d during
classes
or
personal
projects.
3)
Wood
Typefac
es
(\$150.00
per full
set,
multiple
sets)
We
currently
do not
have
any full
sets of
any
type,
which
makes
it
difficult
to
create
prints or
signage.
4) Metal
Typefac
es
(\$50.00
per
galley
tray/set,
multiple
sets).
Same
reasonin
g as
wood
type
above.
The
equipme
nt
above
will
allow
Printmak
ing to
teach a
much
more
complet

e set of
letterpre
ss
classes
from
beginner
s to
advance
d
students
. The
press
will be
much
easier
to use
for the
inexperi
enced
printer,
while
still
being of
great
benefit
for
projects
of
advance
d
difficulty.
Addition
ally, the
press
not
limited
to just
letterpre
ss, and
is be
capable
of
printing
relief
/block
prints
which
will add
new
options
for
those
classes
in
Printmak
ing.

Yieu Chyan	Permission to Purchase Chemicals/Lab Supplies Classes and projects may require the purchase of lab supplies, scientific equipment, and chemicals. Vendors require evidence of commercially zoned shipping address to set up accounts. Permission letter on DMS letterhead allowing shipments to the DMS location in order to allow us to make purchases on a personal basis for non-committed projects. Requesting permission for Robin Caddick, Sam Frondorf and Yieu Chyan. We also propose setting up accounts with vendors directly under the Dallas Makerspace in order to support committed projects. Paperwork typically required include a copy of the lease agreement, certificate of formation, and perhaps a certificate of fact from the Texas SOS.	Enable projects and classes that utilize the fume hood no	 James Henningson  a khadem  a khadem,  Thomas Fagan,  Juli   Jack Smith,  James Henningson
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Max Locke	Discussion: Other Board Procedural Questions	Procedures may not be optimized	DEFERRED AT THIS TIME Continue to discuss how the Board wants to operate: Recurring Items Agenda Item Formation	Better running Board	no
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Add Item

Emergency Business

MOTION: To allow Yieu Chyan to represent, for grant purposes, that he is working out of the DMS, as long as it generates no risk nor obligations to DMS. (e.g. no rights for inspection, no access to information, etc.)

VOTE:

- Proposed: [James Henningson](#)
- Seconded: [kia khadem](#)

Vote:

- For:
 - [Thomas Fagan](#)
 - [kia khadem](#)
 - [James Henningson](#)
 - [Jack Smith](#)
 - [Julie Harris](#)
- Opposed: none
- Abstained: none

No other items brought forward

MOTION:

VOTE:

Closed Session

MOTION: To move to closed session to discuss legal and disciplinary items

VOTE:

- Proposed: [James Henningson](#)
- Seconded: [kia khadem](#)

Vote:

- For:
 - [Thomas Fagan](#)
 - [kia khadem](#)

- [James Henningson](#)
- [Jack Smith](#)
- [Julie Harris](#)
- Opposed: none
- Abstained: none

Next Meeting

10 Jul 2024