

Logistics Meeting-2025-02-06

Date

06 Feb 2025 - 7:30

Meeting Started: 7:50

Meeting closed: 9:30.

Attendees

[Yieu Chyan](#)

[Sarah Litzinger](#)

[Mark Reynolds](#)

[Stephen Hatalla](#)

[Jack Smith](#)

[Max Locke](#)

[Joshua Freedman](#)

[Vincent Craddock](#)

Lisa Craig

Planned Topics

- Updates on Project Storage
- Updates on Cleaning Staff
- Updates on Side Quests
- Personal Storage Automation
- "Nice to Haves" Around DMS
- North Lobby Restroom Refresh
- Common Room Refresh

Discussed Items

Item	Who	Notes	Vote For	Vote Against	Vote Abstain
Get some male miniDP to female HDMI	Josh	Chromecast sucks			
Project Storage	Max	Reluctant approval from the board to extend approval for 2 months. Things are going fine, getting pushback on no tools rule. Give them a respectful sorry 65/70% capacity. Keith has more digital media donations Digital Media workday on sunday to unpack their stuff.			

Personal Storage		Bucket storage will be put in North Warehouse, Greg talked and there is an interest, going to the deeper buckets. The SKU of the buckets was changed, but they're still in stock. Burt could not find the multicam files for the last rack, but he'll redo the files and do it from scratch. It'll be 8x8 Be in the cap of two racks, end to end. Current bucket storage is pretty full, we need to do an audit. Short term, help Yieu to do an audit for personal storage. We need to an audit with Josh's tool. Get the basics, pull out 20-30% of the buckets and get us some breathing room. Initial fee of the buckets costs at least as much to put it in. We need to get a better understanding of the costs is. Addon services in progress? The system can generate reports and see what needs to go to purgatory/pre-trash. Only one bucket per member.			
Automated Personal Storage Buckets Demo	Josh	The system his web pages that anyone can use. If it scans "yes", then it goes by quickly, the system will tell you no if there is an error and goes to the error page. We make stickers and the volunteers can mark the buckets as such. Need to get Kevin Oliver to sign off on sending texts to members. We need to talk to Kevin about a potential opt out system? Short term asks Emails will tell you when it has first expired, 2 days, 1 week pull period. Will send email to member and they have a period to collect it. We need to get this hosted on a server instead of local, reach out to Jay. Get AD groups assigned to the bar code scanner. Target monthly. Yieu will work with Josh We don't track when their membership expires, only if they're expired or not. It has audit reports. Switch over to a yearly model? Grandfather in current members at 20 dollars for lifetime.			
Safety Map	Yieu	Images has been sent to Amelia.			
Reflections Room	All	Do we want to switch over to a logistics office? Not sure how much need there is for a private room, and we need a dedicated logistics area where tools won't go missing, get mismatched, cannibalize space with IT, etc. Will convert to logistics office			
Digital Media Hallway Light Switch	Amelia				
DMS Beautification	Lisa	proposal for 2 bathrooms for North Lobby. They can speak for us and against us. We need to redo the bathrooms. Sticking point is the bathrooms being unisex. We can call them family restrooms. We can do murals and do renovations. Approving 500 for renovations on one bathroom , Lisa will send designs to logistics committee. Limey and Amelia will help, Lisa will own it. Stephen and Vincent will do the grab bars.	All	None	
Janitorial		Switching from DJS to environmental cleaning, will save 150 dollars, trash service will be moving to Roadrunner from Waste Connections, saving 500. Get a new wet vac. Approve up to 500 for it. Vincent will work with ceramics.			
Side Quests					
Lighting Fixes	Alan	Fixing a bunch of lights in the space, will need to order more for him.			
Supply	Sarah	Sarah will do inventory of cleaning supplies			
Nice To Haves		Think about			
Front Lobby reorg.		Moving all of the shelves in the front lobby, so we can do our animatronics projects. Donated a TV to hang in the lobby Supposed to be in the middle of the shelves. Mark and Max will go over it during the next meeting			

Action items

