

Logistics Meeting-2025-04-03

Date

03 Apr 2025 - 7:30

Meeting Started: 7:45

Meeting closed: 9:31

Attendees

[Keith Kubal](#)

[Sarah Litzinger](#)

[Vincent Craddock](#)

[Max Locke](#)

[Yieu Chyan](#)

Ian Wilson

Ruth

Michelle

Brian

Johnathan Flaherty

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
- Bathroom refresh

Discussed Items

Item	Who	Notes	Vote For	Vote Against	Vote Abstain
	Josh	Chromecast sucks			
Project Storage	Max	Goes to woodshop meeting every month, it is running smoothly. Greg was not able to make it. They're happy. Plenty of space. Ready for general relaunch.			

Personal Storage	Yieu /Josh	<p>Haven't done much, been busy. Need to talk to Josh about the maker buckets.</p> <p>Josh demonstrated the bucket to Yieu, Yieu needs to test the barcode scanner.</p> <p>IT system overhaul.</p> <p>Yieu - do we want printable stickers?</p> <p>Yieu will coordinate with IT.</p> <p>Lockers</p> <p>We need to have a self service, there is a risk of expiring tags while you're gone.</p> <p>Brian can take a look at the pictures and will check against WHCMS. Sarah will help.</p> <p>We're at 100% capacity.</p> <p>Sarah/Yieu take pictures and Brian will check against WHCMS. List will be shared in logistics chat.</p> <p>1 month grace period, have people email logistics@dallasmakerspace.org.</p> <p>1 month grace period in purgatory.</p> <p>Burt do south warehouse build. We need to figure out cost. 72 cents per square foot per month.</p>			
Automated Personal Storage Buckets Demo	Josh	N/A			
Logistics Office	All	<p>Board approval has been granted. We need a door controller and the room to be cleaned out of PII</p> <p>Need to return the lock that doesn't fit</p> <p>Call shredding truck, officer will need to be present. Coordinate with leadership.</p> <p>Generic UPS - max will take care it.</p>			
Digital Media Hallway Light Switch	Amelia	Has been fixed by electricians			
DMS Beautification	Lisa	<p>How will we fix the hole where the toilet was capped in the former women's restroom?</p> <p>Fill in the hole with appropriate water resistant material, cut down the bolts sticking out.</p> <p>Vincent - yes, will work with Lisa on that. Sarah's mother will work with Vincent on that.</p>	All	None	
Janitorial		<p>Updates on cleaning services? New janitorial company</p> <p>Ask if they're mopping the galley. Will they strip and re wax the floor?</p> <p>Sarah has a crochet class coming up. Intro to hooking, will make granny square.</p> <p>Michelle, Sarah will take cursory looks and see if cleanliness standards are up.</p> <p>Kia will upload the contract.</p>			
Side Quests		N/A			
Lighting Fixes	Alan	Michelle will work with Ian on returning the lights. Kia will send fedex label.			
Supply	Michelle	Low on forks, will do inventory after meeting.			
Nice To Haves		<p>Michelle - stepstools. They'll live in the supply closet.</p> <p>We need to fix the fans in the bathrooms. Ian will inspect the fans in the bathrooms.</p>			
Front Lobby reorg.		<p>Keith is working on the design and display racks.</p> <p>Max will coordinate people on tours.</p>			

COO Duty Breakdowns	Kia	<p>What is the COO responsible for? What should be delegated to crew?</p> <p>Max has a spreadsheet</p> <p>We want people to do specific roles - don't do everything.</p> <p>Ian will do compliance aspect of COO.</p> <p>In charge of vendor management - we will see if person is on site, and then we can issue temporary badges, please do XYZ if we're done.</p> <p>We need a process for vendor access and one doesn't exist.</p> <p>We have a short-term list of volunteers that can be onsite, if we can get IT to make them temporary badges.</p>			
Replacement COO	Kia	Ilan will step up in the short term.			

Action items

