

Logistics Meeting-2025-05-08

General Info:

Called to order at 18:30

Food break at 18:55

Close at 20:44

Attendance:

Lisa

Amelia

Jay

Chad

Randy

Derek

Ian

Brian

Agenda:

- Approve minutes from last month
- Review open topics from last month
- New stuff

Open topics from last month:

- Personal Storage (Barcode System Testing): Yieu needs to test the barcode scanner.
- Personal Storage (Printable Stickers): Still some follow up required
- Personal Storage (Audit): Were the current lockers checked against WHCMS?
- Personal Storage (Communication): Any update on the email reminder sent to those with expired storage?
- Personal Storage (Grace Period): Do we have any updates on the one month purgatory period?
- Personal Storage (South Warehouse Build Out): Burt will build, but was the cost finalized and plan approved?
- Logistics Office Cleanup: Office cleaned, no door controller yet, lock hasn't been returned.
- Janitorial Services Followup: Contract was uploaded, are they mopping the kitchen, is it cleaner?
- Bathroom/DMS Beautification: Hole in Front lobby restroom has been filled. If someone identifies the bolts that need to be cut down, I'll take care of it this weekend.
- Bathroom/DMS Beautification: All restrooms do have ventilation fans – we do have two that are inoperable, need to figure out what I can do to get them repaired.
- COO Role Clarification (Duty Breakdown): Added to [Source](#). Please comment or change Source if there are any updates.
- COO Specific (Vendor Access Process): Ian is working on it. Draft is on Source.
- COO Specific (Temporary badges for contractors/volunteers): I'll follow up with CTO, but, as far as I know, there's been no movement.
- Side Quests: Ian will work with Amelia to identify some quick wins.
- Beautification/Refreshes: Updates from anyone?
- Automated Storage Bucket Demo: Was this rescheduled? Do we still need to have one?
- Supply Inventory: Was this completed.
- Lighting Returns: Ian completed on 5/2.
- Step stools in supply closet: Need to be purchased.

New Stuff and Stuff Discussed:

Item	Who	Discussed	Action Taken	Voting Results
New Water Filter in the Kitchen	Ian	Water filter is under service contract with Culligan, but needs to be replaced. No action needing to be taken by us.		
Tesla/EV Charger	Ian	Should be part of a larger conversation with the board – identify what they'd like to do with it. I'll be out of town during the next working session – Ian will email Max and see what and how he'd like me to handle this.		

Quotes for Darkroom/Purple Electrical Work	Ian	Reviewed the received quotes with the group. We will go with Vendor D.		
Need Paper towels ordered and supplies ordered	Jay	Ian will follow up with the cleaning company to make sure that the items are being cleaned.		
Bolts need to be ground down in the Front lobby restroom	Michelle /Kia	I'll get them ground down this month		
Recycling: There have been requests from members to have some recycling bins in the space		It's only an additional \$100 a month for single-stream recycling, but, our general problem is cardboard. We can take the cardboard down the street for free.		
Discussion about COO Role Clarification	Ian /Ameilia			
Horticulture group was approved for plants minus the vines.				
Conversation about replacing the shared tools in the space in the south warehouse	Derek	<ul style="list-style-type: none"> • The Ryobi tools are a little bit out of date and some of them are broken. • Committee was formed (Derek, Vincent, and Brian) and will bring a list of requirements and hardware recommendations for the next meeting. We will approach the board to 		
Replacing the carpet flooring in sewing with laminate flooring	Kia (by way of Megan)	<ul style="list-style-type: none"> • Sewing has elected to be the first room that we replace the carpet in. • I will look at contacting some of our previous vendors to get flooring quotes. 		