

# 2025-06-03 Board Working Session

## Working Session Jun 3, 2025 at 18:19 CDT

Secretary Note:

These are raw discussion notes, with quite a bit of automation added to format them. No Board Actions were taken in this meeting.

This information is shared to **build awareness of what DMS Leadership is working** on and some of the issues. It is my hope that these type notes also help build history and show how the operation functions, as well as assist with institutional memory.

### Details

- **Storage Bins:**
  - discussed moving bins to purgatory and sending notices.
  - The possibility of purchasing more bins if available was raised by Burt, and these new bins could be filled. Team mentioned having 48 extra bins in preparation for phase two, effectively pre-buying them (00:00:00).
  - Bin Availability and Cost Max spoke with the manager at IKEA and confirmed they have an abundance of bins. The outage was due to a change in plastic composition, affecting SKUs. Max bought a larger bin for Burt (00:00:53). The bins cost less than \$10 each, suggesting Ian could purchase them independently (00:01:55).
- **Trailer Usage for Auction Items**
  - Team addressed the use of the trailer for storage. DMhas almost emptied the trailer, with only one piece of equipment remaining. Team proposed moving the trailer to the southside warehouse dock for auction items to clear the middle area. Ian will decide on the specific use of the cleared space, with MetalMax potentially using it temporarily at a cost of \$200 per month (00:02:48).
- **Auction Logistics**
  - Team leading the auction efforts. An area next to the PR closet has been designated for incoming auction items. The goal is to have the auction set up by the end of the month. The trailer could serve as temporary storage for auction items if the auction takes more than a month or six weeks (00:03:51).

### Trailer Movement

- Logistics Responsibility Team believes the organization pays for the trailer a month in advance (00:03:51). Ian is in charge of logistics and space and can decide to move the trailer since it won't incur extra costs. Someone needs to arrange for moving the locked trailer, potentially needing to contact Tim if the kingpin is locked. Team sought the board's blessing for Ian to proceed with their existing authority (00:04:41).
- Vehicle Parking and Metal Shop Items Team noted that vehicles need to be clear when the trailer is moved, both from its current location and its destination. There are many parked cars due to the charger being down. Max only has one piece of gear, tox, not five items as initially thought. Team clarified that their generic comment about items referred to the metal shop, which has more gear due to clearing (00:05:35).
- **Review of Leadership Chat and Upcoming Motions**
  - Team stated that by the next working session, the committee's recommendations will be available. They reviewed motions and resolutions from the leadership chat planned for the upcoming board meeting. Team asked if there were any questions or needed changes to the agenda, noting they had been on a call with the state fair (00:06:39).
- **Window Tinting Quotes and Landlord Permission**
  - Ian obtained quotes for window tinting at \$8 per square foot, the best quote among three vendors. The total estimated cost is around \$7,500 for purple and 3D tint (00:07:52). The need for the landlord's permission was discussed, as tinting affects their property.
  - An email from Alison indicated the landlord has an opinion on the matter (00:08:49).
  - **Previous Business Case for Window Tinting** Team mentioned that a business case for window tinting was previously developed, possibly two boards ago. John Fabricki and others were involved, with John initially wanting to do it himself (00:08:49). The previous business case included calculations for UV blocking and rates. The project was reportedly approved in 2023 (00:09:49).
  - **Concerns About Window Tinting Costs and Capital Expenses** Jason expressed concern about the cost of the window tinting, noting \$14,270 in capital expenses over the past two months (00:09:49). These expenses included funds for digital media and a 3D scanner PC. The discussion around window tinting arose from the initiative to enhance the dark room, potentially making the purple room more suitable for studio art, as it gets too hot (00:10:57).
  - **Do-It-Yourself Window Tinting and Prior Leak Issue** Team is interested in exploring do-it-yourself window tinting options (00:12:08). A previous issue with window frame leaks had stalled the tinting project due to a high quote for repairs (00:12:55). It was recalled that work was done on the front windows to address leaks, and was completed cheaper than quoted because it was a simple leak under the frame. The responsibility for the leak repair lies with DMS according to the lease (00:12:55).
- **Cost Estimate for Phase Two Lift Relocation** (4-post and 2-post)
  - Sam provided an updated cost of \$9,898 for the new four-post lift, including wildfire with bridge jacks, but excluding moving costs. Shipping from Houston would add \$713 (00:14:50). A member, offered to pick up the lift and trailer it, with reimbursement for expenses estimated to be half the shipping cost. The lift comes with a 5-year manufacturer warranty (00:16:01).
- **Cost to Move Existing Lift and Foundation Concerns**
  - The estimated cost to move the existing lift is around \$2,000. There was discussion about whether the installers of the new lift could also move the old one cheaply (00:16:01).
  - Review of previous concerns about the concrete thickness in the new location compared to the south warehouse. The concrete spec was found to vary, possibly being thinner than the intended five inches (00:17:09).
  - Ian reviewed city planning office drawings relative to DMS as built and found the same target thickness. Previous drilling found the thickness to be slightly less than 5 inches. Team noted that surface below the concrete also makes a significant difference.
  - Liability and Engineering Assessment for Lift Foundation There is concern about liability if the foundation is inadequate for the lift (00:18:20). Burt mentioned a civil engineer indicated the concrete strength is likely sufficient but wouldn't provide official documentation without payment. Paying for an engineering assessment was suggested to resolve concerns. The four-post lift is not considered the primary issue regarding the foundation (00:19:32).

- Moving Forward with Lift Installation and Two-Poster Inspection It was suggested to proceed with installing the four-poster lift. Lingering concerns about the two-poster lift can be addressed by moving it temporarily for inspection. Debated because there's no immediate reason to remove the two-poster lift before having a plan for its relocation (00:20:29). Leaving the two-poster lift in place after automotive moves could lead to unauthorized use unless it's locked out (00:21:27).
- **Costs Associated with Automotive Shop Relocation**
  - The move of the automotive shop to the new location is considered done, aside from the lift. The remaining major costs involve power and exhaust for the lift (00:23:31). Initial estimates for power were around \$4,000. There are existing 240V outlets outside that could potentially be used. Quotes were requested for new dedicated circuits. The electrical work estimate includes both the main automotive area and another item (00:24:37) (00:27:51).
- **Costs Associated with Lathe Room Completion**
  - Burt provided information packets to the board detailing the Lathe room completion requirements. Plans included Flooring, Electrical, and Paint. Plans did not include other future needs such as Dust Collection and Compressed air.
  - Flooring Installation Agreement A flooring company that worked on the rest of the facility has offered to do the new space without upfront commitment from the board, based on a verbal approval. Team expressed hesitancy to ask for this but acknowledged the company trusts them (00:25:58). The agreement is for flooring, with moldings being a separate item. Doing the base cove in-house could save around \$1,200 in labor, but not material costs (00:27:00).
  - Additional Electrical Drop and Cost Savings An additional electrical drop is needed for the new space. Team worked to reduce the labor cost for electrical work to under \$600, with a total labor estimate of around \$2,300 initially. They plan to handle the additional electrical connection by purchasing materials from Home Depot and having the electrician connect it, saving money. Buying electrical supplies through Mayor, a distributor, offers significant savings (00:27:51).
  - Paint Materials and Application Paint materials will be purchased through Team's Sherwin-Williams account and direct-paid by DMS. The plan includes one coat of primer and one coat of Promar 200 commercial-grade paint (00:28:58). Extra paint was included for potential accent walls. A wider paint cage will be purchased for better coverage and longevity. Buying five gallons of primer provides a substantial discount (00:29:58).
  - **Dust Collection** Dust collection in the new space is currently non-existent. The future plan is for actual dust collection, not just chip collection. A horizontal cyclone dust collector is being considered for the long term (00:31:56) (00:34:49). In the interim, there isn't a clear solution for dust collection, leading to disagreements within the group (00:32:52) (00:34:49).
  - **Volunteer Effort for Dust Collection and Fire Marshal Concerns** Dust collection in the wood shop is a significant concern for the fire marshal, who has raised it multiple times (00:33:49). The fire marshal has the authority to shut down DMS due to dust issues. The horizontal cyclone is estimated to cost around \$2,000-\$3,000 (00:34:49).
  - **Filter Lifespan and Replacement** The filters currently in use are nearing the end of their lifespan, possibly with another six months of use beyond their recommended life. Replacement filters will be needed (00:36:12). HP and Burt received recognition for their efforts in maintaining the filters. Filter replacement is a difficult and messy job done monthly (00:48:12).
- **Punch List for Digital Media Room**
  - Keith sent a punch list for the Digital media room, including baseboards, carpet issues in the hallway, and replacement of window frames due to sharpness. A security camera needs to be moved above the door. Drop ceilings outside the DM area also need attention (00:39:30). The AC for the DM room has not yet been paid for (00:42:06).
  - **Estimated Costs for DM Room Improvements** The estimated cost for improvements to the DM room, including AC, is between \$3,500 and \$4,500. This includes AC for the purple room and potentially other areas. Previous HVAC work is not included in this estimate. The information will be given to Jason for review (00:42:06).
- **Review of Cash Reserves and Balances**
  - Team emphasized the need to review cash reserves and balances, noting earlier concerns about spending. A thorough financial assessment is required before approving further expenditures. The goal is to approve these items as a package on the 17th. The exact cost for the new lift location should be available by then (00:43:25) (00:45:41).
- **Felder Filter Replacement Cycle and Budgeting**
  - The question arose whether the Felder filter replacement was on a permanent budget cycle. While the cost is anticipated in the wood shop's overall budget, there is no pre-approval from one board to the next (00:45:41). Each board needs to approve the expense. The estimated cost for filters is around \$6,000-\$7,000 every two years (00:47:06).
  - **Justification for Felder Filter and Considerations for Additional Filtration** Burt said the Felder filter was specified by the fire marshal. Its replacement is a recurring cost. When considering additional filtration, the cost of replacement media should be taken into account. The Felder machine is already an investment and should continue to be used (00:48:12).
- **Five Minute Break and Upcoming Board Meeting** A five-minute file break was called before moving into the board meeting for resolutions and commitments. Board members were asked to review the materials sent in Discord. Nominations for board positions are expected.