

Logistics Meeting-2025-07-10

Date:

July 10th at 6:30 PM

Remote Meeting Link:

To join the video meeting, click this link: <https://meet.google.com/xbx-oaee-haa>
Otherwise, to join by phone, dial +1 413-438-3780 and enter this PIN: 847 162 932#
To view more phone numbers, click this link: <https://tel.meet/xbx-oaee-haa?hs=5>

Attendees:

[Kevin Thompson](#)

[Rich Osman](#)

[Joshua Freedman](#)

[Ian Wilson](#)

[Sarah Litzinger](#)

[Vincent Craddock](#)

Michelle

[Samuel Mitchell](#) popped in for a few minutes when we discussed automotive things.

Planned Topics

Carryover topics from last month:

- Approve Previous Month's Meeting Notes
- Approving Lost and Found Policy
- Approving Decommissioning Process
- Update on Ceiling Tiles and Signage
- Update on new tools

New Topics this month:

Called to order at 6:36

Adjourned at 7:41

Discussed Items

Item	Who	Notes	Resolution	For	Against	Abstain
Approved Meeting Minutes	Ian		Approved!	Everyone		
Reviewed Updated Lost and Found Policy	Ian	Need to run this by Kevin for Texas-Specific laws regarding abandoned property	Approved to send to Legal			
Decommissioning Process	Ian	I can't remember why we wanted to talk about this. Let's defer it until I have a better policy in place	Deferred			
Signage	Josh	We need better signage to show teachers how to easily project and not deal with getting set up	Ian will bring up with Amelia to get some better signage. I will also chat with whoever is running IT to see if we can get			

Tools	Ian	Tool lists from Randy were reviewed by the logistics team	Approved	Josh, Kevin, Ian, Rich, Sarah	Nobody	Nobody
Phase 1 Tasks	Ian	New Automotive does need new cameras, door controllers/strikes.	Discussed and work day scheduled for this weekend.			
Trailer Rental	Sam	We should get rid of the trailer rental as soon as we can.	Sam will load the exhaust system up on a pallet and we can get rid of it			
Automotive Re-Cabling	Josh and Ian	Josh and Ian discussed moving the switch from the metal shop along with the access controllers to the back electrical room. Rich mentioned that we probably shouldn't re-route the switch connections from the machine shop; we will add the door controller to the north electrical room.	Discussed and work day scheduled for this weekend.			
Cleaning Vendor	Ian	Vendor isn't cleaning properly. I will remediate with vendor first, then we will replace vendors.	Discussed but plan approved			
Wide-Format Printer	Ian	I investigated a few vendors who can supply us with a large format printer and take over the maintenance contract for the copy machine.	Approved			

Action Items:

- Michelle mentioned that the racks in Machine Shop aren't bolted down correctly. We will investigate and remediate.
- We should get some drywall screws for the depth of drywall that we have/toggle bolts for the drywall screws.
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