

# 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,<br>Kevin,<br>Ian,<br>Rich,<br>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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