

2026-05-20 Board Meeting Minutes [Preliminary]

Date

20 May 2026

Location

1825 Monetary Lane #104, Carrollton, TX 75006 19:30PM

Google Meet

<https://meet.google.com/wdu-nqrg-hbj>

Call to Order

Max Locke at _____

Attendance

[Atlas Dunning](#)

[Megan Murray](#)

[Samuel Mitchell](#)

[Max Locke](#)

[Michael Brownell](#)

Quorum has/has not been made

Prior Minutes

[2026-04-24 Board Meeting Minutes \[Special, Unapproved\]](#)

MOTION: to modify prior minutes to designate this 4/24/26 meeting as the 2026 Annual Meeting for purposes of satisfying by-law requirements

- Proposed:
- Seconded:

Vote:

- For:
- Opposed:
- Abstained:

Recurring Items

Treasurers Report - Financial Statement

Balance Sheet Review

Income Statement Review

Unallocated Cash Review

Member Count

MOTION: Accept Treasurer Report materials into the record

- Proposed:
- Seconded:

Vote:

- For:
- Opposed:
- Abstained:

CTO and COO Status Reports

MOTION: Accept CTO and COO status reports into the record

- Proposed:
- Seconded:

Vote:

- For:
- Opposed:
- Abstained:

Member Recognition

<member 1>

Committee Review/Business

<insert committee table here>

Table not completed this month. Will resume after new Secretary is brought on-board

Cannot render 'confiform-entry-register'. No form found

We could not find a form with the name 'consentagenda' on the page

The following ConfiForms Form is defined on the page (page id = 231178245): 'newbusiness'

New Business

Submitted By	Agenda Item Title	Problem	Solution	Relevance	Pulled from Consent	Moved By	Seconded By	For	Agains
Max Locke	Acknowledgement of Board Chairperson	By-Laws require a designated chairperson	Acknowledge that Max Locke has been previously chosen the 26-27 Board Chairperson by consensus of the 26-27 Board	Need to follow the bylaws	no				

Max Locke	Appointment of Secretary	Previously Secretary resigned at the end of the 25-26 Board Year	Motion to appoint Kate Phillips as Secretary The Board instructs the CTO to execute the Officer Transition Checklist	need a Secretary	no
Max Locke	Acknowledge Board Overview of Duties and Responsibilities	Some confusion in the past re Director /Officers Duties and Responsibilities	Acknowledge Board overview /training of duties and responsibilities that occurred at previous working session on 6/20/26 <see materials below>	Good to document the overview	no
Max Locke	Science Area Expansion	Science has run into issues that it does not have enough space to execute certain classes and activities in the lab	Motion to authorize the expansion of the science area - north end, 2' into the north flex space <see materials below>	Grow science. Science member satisfaction	no
Max Locke	Board 2627.01 - Submission of Proposals Ahead of Board Actions	In the past in some instances motions has been rushed and board members, officers, and members have not had the opportunity to review	Board Rule 2627.01 Submission of Proposals Ahead of Board Actions Resolution Whereas the 2026-2027 DMS Board has more quality proposals that can be addressed with the DMS current cash position, the 2026-2027 DMS Board chooses to implement a Board Rule regarding the submission of proposals for consideration of a Board vote to allow for review, questions, prioritization, etc. Motion to adopt a Board Rule	allows Board, Officers, and Members an opportunity to review ahead of time	no

For any request that requires Board approval, whether it is a cash or non-cash request, a written proposal must be submitted two weeks ahead of the board mtg it is to be considered. This two-week window will allow the proposal to be discussed at the work session two weeks prior to consideration. The proposal should be submitted to admin@dallasmakerspace.org.

The proposal should include, at a minimum:

Background

Request - monetary and non-monetary

Cost

Activation Considerations, if an event

Benefits which might include member satisfaction, operational efficiencies, new member acquisition, etc.

Risks

Exceptions can be made to this rule by a two-thirds vote of the Board.

This Board Rule does not affect the submission of Emergency Requests. Those requests will be considered in the Emergency Business section of the Board Agenda, and the emergency reason will need to be justified.

This Board rule will terminate the last day of service of the 2026-2027 Board.

The Board instructs the Secretary to develop a new section in the rules for placing these Board Rules

The Board instructs the Vice President of Internal Affairs to communicate this Board Rule to all Committee Chairs.

Max Locke	Outside Event Booking Policy	In some cases a Committee or DMS needs access to certain resources that may be already booked by an Outside Event.	<p>The rules regarding DMS Outside Events need to be tweaked to manage outside events vs sponsored event conflicts.</p> <p>In some cases a Committee or DMS needs access to certain resources that may be already booked by an Outside Event.</p> <p>The following is a motion to clarify this potential issue.</p> <p>Motion to modify the rules regarding Outside Events</p> <p>Outside Events, point 12 (new) shall be added to include:</p> <p>“If resources allow, Outside Events may be moved to other resources within DMS to make room for higher priority Committee or “DMS as a whole” needs.”</p> <p>The Board instructs the Secretary to update the rules on Source</p>	keeps makerspace running when events needs to be executed	no
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Max Locke	Motion to Ratify Copier Lease Cure Payment and Approve Ongoing Copier Lease Obligation	Copier Lease had not been ratified by Board vote	<p>Motion that Board ratify the February 24, 2026 emergency cure payment of \$6,758.87 to LEAF, as an emergency payment made to avoid repossession and acceleration of the copier lease obligation reflected in the attached records.</p> <p>It is further moved that the Board approve Dallas Makerspace's continued performance of the copier lease obligation reflected in the attached contract, at \$959.81 per month for 63 months, approximately \$60,468.03 total, unless and until the Board later votes to renegotiate, refinance, terminate, or otherwise modify that obligation based on counsel advice or further contract review.</p> <p><see materials below></p>	Proper documentation	no
Max Locke	Motion to Ratify SBA Loan Cure Payment	Loan cure payment had not been ratified by Board vote	<p>Motion: the Board ratify the March 21, 2026 emergency cure payments made on the SBA Loan, totaling \$30,000, as an emergency attempt to cure or reduce the delinquency reflected in the SBA notice Dated 2/24/2026 and the demand notice from CBE (the collection agent for Treasury) that demanded a full payment and penalties of \$630,093.25 dated February 23, 2026.</p> <p><see materials below></p>	Proper documentation	no
Max Locke	Expand Honorarium to Tour Guides	Need to increase incentives to get more consistent tour guide turnout	<p>Background:</p> <p>By providing the Tour Guides an honorarium we project that we can increase the number of tour guides, the quality of tour guides and thereby increase our close ratios, increasing revenue.</p> <p>Cost: ~ \$2.2K/mth</p> <p>5 tour guides per tour session x 2 session per week x 4.33 weeks per month X \$50/session</p> <p>Revenue: ~ \$8.5 to \$17K / mth</p>	Need Tour Guides to drive new members	no

increase close ratio by 10% to 20% by 1) training to increase the knowledge and skill of the tour guides 2) increasing tour guide count will decrease tour group sizes, increasing effectiveness

Motion to expand honorarium to tour guides by replacing the current "Honorarium Rules" section in the rules, with the following:

Honorarium Rules

In furtherance of our mission, Dallas Makerspace may provide an honorarium to teachers or other volunteers in specific instances, as a "thank you." The rules below govern the honorarium program and may be modified by the Board of Directors at any time.

Requirements/Limitations

1. All persons wishing to collect honorarium in excess of \$600 per year must provide a W-9 to DMS' bookkeepers.
2. Honorarium payments will be limited to eight (8) per member, per month. This limitation will be periodically reviewed and adjusted by the Board of Directors.
3. For the duration of their term, no Director may accept honorariums directly from the Dallas Makerspace.

Teaching Specific
Requirements:

- a. All classes are subject to scrutiny especially where subject matter is vague, potentially unrelated to making, or instruction time is less than 90 minutes to ensure quality of material and value to the DMS and members.
- b. Honarium auditors cannot approve their own classes or events where honorarium has been requested.

Teacher Honorarium Payment Policies

1. Honorarium payments to teachers will be \$50.00 per class taught provided subject and attendance requirements are met.
2. Teachers will have the option to donate the honorariums they are eligible for to the committee of their choice at the time the class is posted on the DMS calendar.

3. For all honorarium classes, 3 attendees are required to receive honorarium.

a.

Upon request by the Committee Chair, the Board may approve an exception f

4. When a honorarium is requested by a teacher, any class fees requested by the teacher can not exceed the cost of materials and supplies.
([BoD Reference](#))

Tour Guide Specific Requirements:

1. After a proper transition period, tour guide training may be required to obtain an honorarium.

Tour Guide Honorarium Payment Policies:

1. Honorarium payments will be \$50.00 per tour guide shift (entire tour period on any given day).

2. For all Tour Guide honorariums, a maximum of five (5) Tour Guides may claim an honorarium for each "shift."

3. Tour Guides will have the option to donate the honorariums they are eligible for to the committee of their choice.

4. Specific Tour Guide Honorarium procedures will be developed by the V. P. of Marketing and the Treasurer, or their designee.

The Board instructs the Secretary to update the rules on Source with these changes

Max Locke	Authorize Outside Professional Assistance for SBA / Treasury / CBE Matter	DMS needs subject expertise in this matter	Motion: the Board authorizes Gerrit Pronske, Esq. (also DMS Member) to identify and engage qualified legal counsel, CPA/accounting support, or other professional assistance, and to engage with SBA, Treasury, and CBE directly as reasonably necessary to evaluate and respond to the SBA loan default, Treasury referral, and CBE collection matter. No final settlement, repayment agreement, restructuring agreement, release, stipulation, admission, waiver, bankruptcy filing, or other binding resolution may be approved or executed without further Board approval.	Provide the needed support	no
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Add Item

Supporting Materials From Above

Board Training



Science



Science Area ex...ion 260506.docx

Copier



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SBA Loan



03_SBA_Loan_Cu...2026-05-20.pdf

Emergency Business

MOTION:

Vote:

Motion:

Closed Session or Meeting Close

MOTION: To move to closed session to discuss legal and disciplinary items.

- Proposed:
- Seconded:

Vote:

- For:
- Opposed:
- Abstained:

Next Meeting

03 Jun 2026 19:30 - Working Session

17 Jun 2026 19:30 - Working Session/Board Mtg