

2018-07-16 Board Meeting

Board of Directors Meeting 20180716

Time, location

20180716 19:00 Dallas MakerSpace

<https://calendar.dallasmakerspace.org/events/view/5902>

YouTube Live Link

<https://www.youtube.com/c/DallasmakerspaceOrg/live>

Prior minutes

Financial Statement

Member Recognition

Member recognition (above and beyond) will be considered before other business.

1. **Astrud Aguire** and **Paul Wilson** for contributions the MakerSpace, esp in the areas of PrintMaking. As a team, they have taught hundreds of hours, contributed resources, material, and time far beyond compensation. They have built a new, thrilling community of artists in print making, and cemented it with a new committee and a wall of art. <https://talk.dallasmakerspace.org/t/member-recognition-astrud-and-paul/37257>

I nominate Astrud and Paul for the Fellowship Fund. - john a. gorman

2. **Stan Simmons**. Admin, Infrastructure Guru, and MakerSpace enabler. The link below notes many of his wins for our community. He was recognized in January, but we did not have funding in the Fellowship fund. Let's make it a true thank you. Amongst several thousand posts, this is the most liked post on TALK : <https://talk.dallasmakerspace.org/t/makerspace-heroes-stan-the-man-simmons/31450>

I nominate Stan Simmons for the Fellowship Fund - john a. gorman

Consent Agenda

Newly proposed agenda items appear in the consent agenda. Any member present at the meeting may pull an item out of the consent agenda for discussion, at which point it goes under "New Business". If nobody objects to the solutions presented by the consent agenda, everything in the consent agenda passes by consensus. Items that have more than one proposed solution should be moved to the "New Business" section.

Any member may edit this wiki page and place an item on the agenda. However, discussion of agenda items should be done via the forums. The cut-off time for addition to or revision of the consent agenda items is 48 hours prior to the meeting. Please note, agenda items (Consent, New, or Old) that request spending \$250 or more must include a section on "Relevance to our tax exempt purpose".

Rule Change regarding Member Exchange Shelf (Luke Strickland)

Problem: DMS Rule regarding Member Exchange Shelf requires BoD approval to change the items that are not accepted.

Solution: Change the rule to allow Logistics Committee to determine the items that are not accepted. Move the detailed list to the Logistics Committee wiki page.

PROPOSED RULE WORDING:

Replace the rule paragraph containing the itemized listing with:

3. Certain items are not accepted. The Logistics committee regulates the list of unacceptable items. The complete list can be found on the Logistics Committee page [with link to Member Exchange Shelf portion of Logistics Committee page].

Relevance: Not required. Does not require funds of \$200 or more.

Weekly Informal Meetings Rule (Chris Marlow)

Problem: Rules, section titled "Organizational Meetings" has an obsolete requirement. It requires, "Informal weekly meetings will be held every Thursday at 7pm, at the Dallas Makerspace's main location. Prior to the start of each informal meeting, time will be set aside to clean the space."

Solution: Delete this portion of the rules completely.

Confirm Metal Shop Committee Chair (Chris Marlow)

Problem: The Metal shop committee elected a new Chair, replacing Chuck Graf who has stepped down.

Solution: Confirm the following Committee Chair elections:

- Metal Shop: Jim Hartnett elected at Metal Shop committee meeting, 6/27/2018.

Relevance: Not required. Does not require funds of \$200 or more.

Confirm Hatcher's Armory Committee Chair (Chris Marlow)

Problem: The Hatcher's committee elected a new Chair on 7/10/18, replacing Nick Sainz who has stepped down. (The committee changed the committee name to "Hatcher's Armory", previously Hatcher's Workshop. This committee name change does not require Board ratification).

Solution: Confirm the following Committee Chair elections:

- Hatcher's Armory: Mike Cole elected at Hatcher's Armory committee meeting, 7/10/2018.

Relevance: Not required. Does not require funds of \$200 or more.

Confirm Logistics Committee Chair (Chris Marlow)

Problem: The Logistics committee elected a new Chair on 7/15/18, replacing Luke Strickland who has stepped down.

Solution: Confirm the following Committee Chair elections:

- Logistics: Erin Robertson (Axie) elected at Logistics committee meeting, 7/15/2018.

Relevance: Not required. Does not require funds of \$200 or more.

GlassWorks Committee (John Gorman)

Problem: New committee needs assistance in getting started. Newly elected chair requires Board of Director approval.

[Itemized funds request](#)

[Needs for lampworking in particular](#)

Solution:

1. Approve chairperson Anita Willis
2. Approve monthly stipend \$300
3. Approve initial kickstart funding of \$7,000

Relevance: the Dallas MakerSpace is a teaching institution with a focus of making. Glassworks, which includes Stained Glass, Lamp work, and Glass Fusing, is a beautiful art our membership with enjoy and benefit in learning. Classes are already being taught.

Service Animals Policy (Chris Marlow)

Problem: We need a consistent policy that enables access to DMS for persons with disabilities who are accompanied by service animals, while defining the responsibilities and liabilities incurred. Recent events have highlighted this need.

Solution:

1. Remove the Code of Conduct "No pets" rule.
2. After Code of Conduct subsection Minors, add a subsection with a heading entitled **Animals, including Service Animals** saying: "No animals allowed in the building except service animals who are assisting a person with a disability. The full text of the DMS Service Animals rules/policy, including restrictions and responsibilities, is available at this link (*linked to an uploaded/secured pdf document*)."
3. Adopt a service animals policy, as written below
4. Implement a liability waiver that must be signed by the person who brings the service animal. The intent of the liability waiver is to remove any DMS liability for injuries or damage to the service animal. Board approval via formal resolution is not required for the final wording of the liability waiver as long as it meets this original intent.

Service Animal Policy:

A person with a disability is welcome to bring a trained service animal (*insert REF to Definition per ADA*), specifically a dog, into DMS to assist them with their disability.

- Service animals are only allowed while they are assisting a person with a disability and if the tasks they perform are directly related to the person's disability. Other types of animals are not permitted.
- Service animals in training are not afforded the same access right because DMS is not a place where members of the public are normally free to enter.
- Emotional Support Animals (ESA) *may* be permitted access into DMS at the discretion of any Board Member *after providing the required documentation*, and are subject to all DMS requirements for service animals.
- Falsely representing an animal as a service animal or ESA is illegal and subject to prosecution (*insert REF to Texas State Law*). The handler may be banished from DMS for such false representation.

A person with a disability who is accompanied by a service animal is subsequently identified as the "handler".

The service animal must be under the direct control of the handler at all times.

- The handler shall keep the animal properly harnessed or leashed and always under the handler's control.
- If the person's disability does not permit the use of a harness, leash or tether, the animal must still be under the handler's control.
- The service animal can be removed if it is not under the handler's control.
- The animal must be on the floor or carried by the handler at all times.
- No animal is to be in any walkway, doorway, or open floor area where other DMS members may need to walk, unless the service animal is actively assisting the handler at that time.

The handler is solely responsible for the safety, well-being and maintenance of the animal.

- The handler shall sign a liability waiver covering that animal before the animal may be admitted into DMS.
- Service animals are required to use Personal Protective Equipment (PPE) suitable for the DMS area in which they are assisting the handler, and comparable to that required for humans.
- The PPE must be provided by the handler. This may include, but is not limited to, eye protection or foot protection in certain areas of DMS.

The handler is responsible for the behavior of and any damage or mess caused by the animal, including making arrangements to clean up after urination or defecation.

- If the animal should urinate, defecate, bite, attack or pose a direct threat to the health or safety of others, be disruptive, become a nuisance or otherwise become unruly, the animal must be removed from the premises immediately and may not return.
- The handler is solely liable for any personal harm or injury caused by the animal.
- An animal that has a history of threatening behavior may also be excluded.

Documentation required for Emotional Support Animals:

Anyone wishing to bring an ESA into DMS must supply current documentation not more than one year old on letterhead from a licensed mental health professional stating:

1. the person has a mental health-related disability listed in the Diagnostic and Statistical Manual of Mental Disorders (DSM IV); (do not identify what the disability is)
2. having the animal accompany the person is necessary to the person's mental health or treatment;
3. the individual providing the assessment of the person is a licensed mental health professional and the person is under his or her professional care; and
4. date and type of the mental health professional's license and the state or other jurisdiction in which it was issued.

The documentation must be shown to the deciding Board Member(s) but will not be retained by DMS so the handler should always have a copy of the documentation.

Note: a doctor's letter does not turn an animal into a service animal. They remain an Emotional Support Animal. [Reference <https://adata.org/publication/service-animals-booklet>]

----- END OF POLICY -----

DRAFT LIABILITY WAIVER, Subject to attorney review:

I understand that I am personally responsible for the safety and actions of my service animal while at Dallas Makerspace. I understand that I am liable for any damage or mess caused by my service animal.

I understand that an Emotional Support Animal (ESA) is not considered a service animal under the Americans with Disabilities Act. An ESA may be granted access with the permission of a DMS Board Member, after additional documentation has been shown to the deciding Board Member(s).

Falsely representing an animal as a service animal or Emotional Support Animal is illegal and subject to prosecution or banishment.

I agree that I will keep the animal properly harnessed or leashed and always under my personal control.

I understand that if my animal poses a threat to the health or safety of others or becomes disruptive the animal must be removed from the premises immediately and may not return. I am solely liable for any personal harm or injury caused by my animal.

I also understand that my service animal is required to use safety precautions comparable to human operators including suitable personal protective equipment that I agree to provide.

The entire DMS service animal policy is published on the RULES section of the DMS wiki.

I WAIVE ANY AND ALL RIGHTS OF RECOVERY, CLAIM, ACTION OR CAUSE OF ACTION AGAINST DALLAS MAKERSPACE FOR ANY INJURY OR DAMAGE THAT MAY OCCUR TO MY ANIMAL, REGARDLESS OF CAUSE OR ORIGIN, INCLUDING NEGLIGENCE AND GROSS NEGLIGENCE.

Relevance: Not required. Does not require funds of \$200 or more.

Strandbeest bike needs a nudge (Nicole Franczvai)

Problem: Strandbeest Bike Financial Boost (hopefully to be repaid with gofundme) Nicole Franczvai

Solution: We would like to ask the board for \$250 to help fund the start of the strandbeest bike build and go fund me campaign. \$90 for 2 5X5 1/2 inch baltic birch plywood pieces and \$160 to fund the website currently listed under: <https://crazydollhead.wixsite.com/strandbeestbuild> but will be listed under www.buildabeest.com after funding. Once we have the gofundme up and running we will be asking for \$1000 to fund the build - we will be able to replenish the fund if (and when) the campaign is successful.

Relevance: Several members are interested in the build, the website and gofundme will be positive PR coverage of DMS and once complete the bike will be a rocking example of the abilities of our members when we work together.

Change Regarding Committee Responsibilities and Rules (Mark Havens)

Problem: A loophole in the current rules could allow committee voting to remain unannounced or be made ambiguous.

Solution: The following amendment would correct the problem:

"The specific topic and nature of all committee voting must be clearly announced on the calendar, on forums, and in the case of an emergency meeting, on signs conspicuously posted in the committee area(s)."

New Business

Member Complaints

Member complaints will be considered after other business. This will allow members that are interested or involved with MakerSpace business to leave without having to sit thru personal business.

Emergency Items

Items requiring immediate action by the BoD for safety.

Set Next BoD Meeting

Minutes

Meeting called to order 7:12 PM

3. Approve Prior Minutes

Motion: Approve minutes from meeting on 6-18-2008

Proposed by: Kris Anderson

Seconded by: Steve Blanchard

Call for vote

- In favor: Unanimous

- Opposed: None

- Abstain: None

Motion Passes

5. Member Recognition

5.1 Award Maker Fellowships to Astrud Aguire and Paul Wilson

Motion: Award 2-month fellowships to both Astrud Aguire and Paul Wilson

Proposed by: Kris Anderson

Seconded by: Chuck Baber

Call for vote

- In favor: Unanimous

- Opposed: None

- Abstain: None

Motion Passes

5.2 Award Maker Fellowship to Stan Simmons

Motion: Award 1-month fellowship to Stan Simmons

Proposed by: Kris Anderson

Seconded by: Steve Blanchard

Call for vote

- In favor: Unanimous

- Opposed: None

- Abstain: None

Motion Passes

6. Consent Agenda:

6.1 Rule Change regarding Member Exchange Shelf (Luke Strickland)

Change the rule to allow Logistics Committee to determine the items that are not accepted. Move the detailed list to the Logistics Committee wiki page.

PROPOSED RULE WORDING:

Replace the rule paragraph containing the itemized listing with:

3. Certain items are not accepted. The Logistics committee regulates the list of unacceptable items. The complete list can be found on the Logistics Committee page [with link to Member Exchange Shelf portion of Logistics Committee page].

Motion: Replace the rule paragraph containing the itemized listing with:

3. Certain items are not accepted. The Logistics committee or its successor regulates the list of unacceptable items. The complete list can be found on the Logistics Committee page [with link to Member Exchange Shelf portion of Logistics Committee page].

Proposed by: Kris Anderson

Seconded by: David Kessinger

Call for vote

- In favor: Unanimous

- Opposed: None

- Abstain: None

Motion Passes

6.2 Weekly Informal Meetings Rule (Chris Marlow)

Revoke and delete item 4 of section 8 of the Rules, which reads, "Informal weekly meetings will be held every Thursday at 7pm, at the Dallas Makerspace's main location. Prior to the start of each informal meeting, time will be set aside to clean the space."

Motion: As written

Proposed by: Kris Anderson

Seconded by: Steve Blanchard

Call for vote

- In favor: Unanimous

- Opposed: None

- Abstain: None

Motion Passes

6.3 Confirm Metal Shop Committee Chair (Chris Marlow)

Confirm the following Committee Chair elections:

- Metal Shop: Jim Hartnett elected at Metal Shop committee meeting, 6/27/2018.

Motion: Table until next board meeting

Proposed by: Luke Strickland

Seconded by: Kris Anderson

Call for vote

- In favor: Unanimous

- Opposed: None

- Abstain: None

Motion tabled until next board meeting.

6.4 Confirm Hatcher's Armory Committee Chair (Chris Marlow)

Confirm the following Committee Chair elections:

- Hatcher's Armory: Mike Cole elected at Hatcher's Armory committee meeting, 7/10/2018.

Not pulled. Motion passes automatically.

6.5 Confirm Logistics Committee Chair (Chris Marlow)

Confirm the following Committee Chair elections:

- Logistics: Erin Robertson (Axie) elected at Logistics committee meeting, 7/15/2018.

Motion: Table until next board meeting.

Proposed by: Luke Strickland

Seconded by: Steve Blanchard

Call for vote

- In favor: Unanimous

- Opposed: None

- Abstain: None

Motion Tabled

6.6 GlassWorks Committee (John Gorman)

1. Approve chairperson Anita Willis
2. Approve monthly stipend \$300
3. Approve initial kickstart funding of \$7,000

Motion: Consider each item separately

Proposed by: Kris Anderson

Seconded by: Luke Strickland

Call for vote

- In favor: Unanimous

- Opposed

- Abstain

Motion Passes

6.6.1 Appoint Anita Willis as Chair of the Glassworks Committee

Motion: Appoint Anita Willis as Chair of the Glassworks Committee

Proposed by: Kris Anderson

Seconded by: David Kessinger

Call for vote

- In favor: Unanimous

- Opposed: None

- Abstain: None

Motion Passes

6.6.2 Approve a monthly stipend of \$300 to the Glassworks Committee

Motion: Approve a monthly stipend of \$200 to the Glassworks Committee

Proposed by: Kris Anderson

Seconded by: David Kessinger

Call for vote

- In favor: Unanimous

- Opposed: None

- Abstain: None

Motion Passes

6.6.3 Approve initial fund of \$7,000

Motion: Allocate \$2000 to the Glassworks Committee

Proposed by: Chuck Baber

Seconded by: Steve Blanchard

Call for vote

- In favor: Kessinger, Blanchard, Baber, Strickland

- Opposed: None

- Abstain: Kris Anderson

Motion Passes

6.7 Service Animals Policy (Chris Marlow)

1. Remove the Code of Conduct "No pets" rule.
2. After Code of Conduct subsection Minors, add a subsection with a heading entitled **Animals, including Service Animals** saying: "No animals allowed in the building except service animals who are assisting a person with a disability. The full text of the DMS Service Animals rules/policy, including restrictions and responsibilities, is available at this link (*linked to an uploaded/secured pdf document*)."
3. Adopt a service animals policy, as written above
4. Implement a liability waiver that must be signed by the person who brings the service animal. The intent of the liability waiver is to remove any DMS liability for injuries or damage to the service animal. Board approval via formal resolution is not required for the final wording of the liability waiver as long as it meets this original intent.

Motion: Table until a policy can be drafted with the assistance of appropriate legal counsel.

Proposed by: Kris Anderson

Seconded by: Steve Blanchard

Call for vote

- In favor: Unanimous

- Opposed: None

- Abstain: None

Motion Tabled.

6.8 Strandbeest bike needs a nudge (Nicole Franczvai)

We would like to ask the board for \$250 to help fund the start of the strandbeest bike build and go fund me campaign. \$90 for 2 5X5 1/2 inch baltic birch plywood pieces and \$160 to fund the website currently listed under: <https://crazydollhead.wixsite.com/strandbeestbuild> but will be listed under www.buildabeest.com after funding. Once we have the gofundme up and running we will be asking for \$1000 to fund the build - we will be able to replenish the fund if (and when) the campaign is successful.

Motion: Pass as written

Proposed by: Kris Anderson

Seconded by: Steve Blanchard

Call for vote

- In favor: Blanchard, Anderson, Strickland

- Opposed: None

- Abstain: Kessinger, Baber

Motion Passes

6.9 Change Regarding Committee Responsibilities and Rules (Mark Havens)

The following amendment would correct the problem:

"The specific topic and nature of all committee voting must be clearly announced on the calendar, on forums, and in the case of an emergency meeting, on signs conspicuously posted in the committee area(s)."

Item fails for lack of motion.

7. New Business (no items)

8. Member Complaints (No items)

9. Emergency Items

9.1 Allocate \$2500 as a retainer for David Griggs.

Motion: Allocate \$2500 as a retainer for David Griggs.

Call for vote

- In favor: Unanimous

- Opposed: None

- Abstain: None

Motion Passes.

10. Set Next BoD Meeting

Next meeting set for August 20, 2018 at 19:00

Meeting adjourned 8:58

Action Items

Status	Item Description	Responsible Party
[]	Award 2-month fellowships the primary account for Astrud Aguire / Paul Wilson	Infrastructure
[]	Award 1-month fellowship to Stan Simmons	Infrastructure
[]	Allocate Glassworks \$200 for their Monthly Allocation	Bookkeeper
[]	Allocate \$2000 to the Glassworks Committee	Bookkeeper
[]	Allocate \$2500 as a retainer for David Griggs	Bookkeeper