

2023-01-25 Board Meeting

Date

25 Jan 2023 19:00

Location

[1825 Monetary Lane #104, Carrollton, TX 75006](#)

Google Meet

- ID: <https://meet.google.com/bdi-itpp-yxm>
- Phone Number: (US) +1 617-675-4444, PIN: 625 741 483 4617#

Call to Order

19:00

Attendees

John, Julie, James, Jack, Justin

Tim Bene

Jayson

Jason Harnor

John Arispe

Nate

Vincent

Daniel Suvlett

Prior Minutes

[2022-11-30 Board Meeting](#)

[2022-12-07 Board Work Session & Emergency Meeting](#)

[2022-12-14 Board Meeting](#)

[2022-12-21 Board Working Session](#)

MOTION: Approve Prior Minutes

- Proposed: Justin
- Seconded: Jack

Vote:

- For: Unanimous
- Opposed: None
- Abstained: None

Financial Statement

Income	\$73,115
Expense	\$145,434

Net	
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Financial Notes:

- Expenses are Net negative due to depreciation of \$78,589, and Insurance of \$23,902.
- Depreciation is not a cashflow event, but and Accrual based event.
- \$876 in sales (a long delayed cash count)
- Powder coating oven added to the depreciation table for 5 years
- Honorarium is 16 donated classes and 36 regular classes
- Overall Cash positive

Member Recognition

The BoD would like to recognize Tim Bene for continued support across all of DMS.

The BoD would like to recognize Jay Phelps for the efforts in the infrastructure area.

The BoD would like to recognize Joe Brown in Blacksmithing for the wall in Blacksmithing

The BoD and Jason would like to recognize Tom Lorkowski for his strong contribution to training Woodshop Basics. We recognize that at least 150 members have been trained by Tom over the past year.

Old Business

MOTION: Child/Age Policy

Two meetings were held to socialize the proposal. ("Meeting of the chairs"), and it was suggested this should be reviewed by the chairs one more time before a BoD vote.

It was also suggested that this could be put to a membership vote in the near future.

No motion was made, and the business remains tabled as old business at time time.

Consent Agenda

Add Item

New Business

Submitted By	Agenda Item Title	Problem	Solution	Relevance	Pulled from Consent	Moved By	Seconded By
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Jack Smith

Discuss
Investment
Policy

We
have
cash
that
should
be
earning
money

Initial
Discussion
on
changed
from
\$1T to
\$500B
limit for
institutional
investments.

Make
Money

no



James
Henningson



John Fabrycki

MOTION
to
approve
the
investment
policy
as
updated
to the
\$500B
limit.

Julie
Harris

First
Responder
Discount
Clarification

There is
some
confusion
about
the first
responder
discount

Motion
is to
use this
to
determine
what
qualifies
for a
first
responder
discount
:

Memberships

no



Justin
Walker



James Henningson

<https://help.id.me/hc/en-us/sections/200566524-First-Responders>

Specifically:
<https://help.id.me/hc/en-us/articles/202293510-Am-I-eligible-to-verify-as-a-First-Responder->

<https://help.id.me/hc/en-us/articles/215479638-Can-retired-law-enforcement-officers-verify-as-First-Responders->

<https://help.id.me/hc/en-us/articles/203810070-Can-federal-law-enforcement-officers-verify-as-First-Responders->

First responders must submit ID:
<https://help.id.me/hc/en-us/articles/202087474-What-documents-do-I-need-to-verify-my-First-Responder-status->

If you are prohibited by law from submitting certain documents, we also accept an SF-50, a training certificate, or other similar documents that clearly show your LEO status.

Julie Harris

Refund Rules

Rules concerning refunds need to be clarified

Current rule: *Refunds for membership dues paid within the last 7 days can be authorized at the discretion of the Treasurer or President.*

Finance

no



Justin Walker



Jack Smith

Proposed rule (to be added to the Financial Policy Manual): *Refunds for membership dues paid within the last 30 days can be authorized according to the limits below:*

-
Infra-
stru-
cture
voluntee
rs - up
to
\$100.00
-

Presiden
t or
Treasur
er -
\$100.01
to
\$1,000.00

- Both
Presiden
t and
Treasur
er
\$1,000.0
1 to
\$2,000.00

- Board
vote -
\$2,000.0
1 and
up.

Refund
requests
must be
made
through
the
WHMCS
ticket
system
from the
account
that is
to be
refunded
. Refun
ds will
not be
granted
based
on
emails
/tickets
that do
not
match
the
account.

If a refund request occurs due to an error on the part of Dallas Makerspace, the time limit to request a refund may be extended at the discretion of the appropriate volunteer, officer(s) or board members. Refunds must be credited back to the card on the account.

Julie Harris

Purchase Filters for Wood Shop

The Felder needs filters again

Approve \$7K for filters. Wood shop minutes:

Safety

no



Justin Walker



James Henningson

<https://source.dallasmakerspace.org/display/WOOD/2022-12-01+Meeting+notes>

Julie
Harris

Comput
er Lab

Owns
hip of
the
compute
r lab is
not
really
defined
and it
needs
more
mainten
ance
than
other
classroo
ms

The
digital
media
chair
has
gracious
ly
offered
to take
on the
compute
r
lab. Giv
e the
compute
r lab to
digital
media.

Education

no



Julie
Harris



John Fabrycki



Julie Harris	Safety Officer	Shortage of volunteers, safety	<p>Moved to Table the creation of the safety officer role pending further discussion.</p> <p>MOVED: Jack 2nd: Justin Unanimous</p> <p>Follow-up Discussion: Discuss with Kobin, consider a non-officer verbiage such as safety chair, safety lead, safety coordinator, etc</p> <p>Create the role of safety officer (description below).</p> <p>https://dallasmakerspace.org/wiki/Officers#General_Officer_Charter</p>	Safety	no
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Add Item

Safety Officer

Description and Purpose

The safety officer works with chairs to oversee the overall safety at DMS including but not limited to risk identification and assessment and working with local first responders and city officials.

Minimum Expectations

- Ensure that MSDS sheets are on file and that chemicals are stored appropriately
- Maintain basic supply levels of PPE
- Work with local first responders and city officials such as the fire marshal
- Organize work days for safety related improvements to DMS or special tasks (for example a to do list after an inspection by the fire marshal)
- Organize training and education for safety related topics

What good can you do?

The safety officer needs to be able to work well with volunteers, leadership and members. Ideally the safety officer would work to develop custom solutions unique to each committee without marching around with a rule book.

Responsibilities & Authorities

- May create a Safety group for delegation of responsibilities
- Monitors and replenishes PPE supply
- Report any notable safety issues or events to the board
- Work with local public safety agencies on behalf of Dallas Makerspace to:
 - Ensure safety issues/inspection results can be addressed timely
 - Promote awareness of Dallas Makerspace within local Police/Fire/EMS departments
- Access to locked cabinet storage
- Manage an "all stop" situation
 - Call an "all stop" to any and all machine usage (every member is empowered to insist on a stop work)
 - Direct movement of machinery/objects during an emergency

Emergency Business

NONE

Closing

MOTION: To Close

- Proposed: Justin
- Seconded: Jack

Vote:

- For: Unanimous
- Opposed: none
- Abstained: none

Motion: PASSED

Next Meeting

01 Mar 2023