

Lansing Makers Network

Board of Directors

Regular Meeting Agenda

05/26/2025, 6:30 pm at 2730 Alpha Access

Board Members:

benny Vasquez, Chair

Lex Savoyat

Lysne Tait

James Etherton

Kelsey Earle

Kirk Taskila

Jody Applegate

Visitors: Jamison, Ryan S.

Meeting Secretary: Kelsey Earle.

Meeting called to order: 6:37

1. Housekeeping (benny)

- **Approving Agenda**
 - Approved
- **Declaration of newly relevant conflicts of interest for board members**
 - None

Action items from last meeting

- Lysne - please make a tax document folder and share with grant team
- Lysne - comparison of what we have made on classes compared to this year
- Kelsey - review policies and make sure we are on schedule for updates (Lex to email)
 - Edited based on when we voted [x Policies List.xlsx](#)
 - In February meeting: Lex made a motion that we approve the handbook, and that the handbook becomes the responsibility of the Leadership Committee, unless there are any organizational policy changes that would need to come to the board.
 - Next update required by 2030

2. Chairperson's Report

- No updates specific to chair - more info to come

3. Leadership Committee Report

- Technology (Lex & benny)

- Technology Guidelines written by the tech team - needs a vote
 - [LMN Technology Guidelines](#)
 - Jerry wrote some new policies regarding technology guidelines. Policy sets some rules without being too full of itself.
 - People know what the rules/expectations are in a more consistent way.
 - Small wording change recommended by Lysne - fast to quickly
 - **benny motions to accept policy, Lysne seconds**
 - **Unanimous approval**
- Hello Club rollout - features are being added and Lex in talk with HC to get features that probably exist already. Thanks tech team!!!!
- Badge printer is fixed
- Servers have been patched to fix any vulnerabilities.
- Ryan is here to talk about the new website - needed to start fresh. Wants some feedback.
 - <https://www-dev.lansingmakers.net/>
 - Visual overhaul and more clear way to bring pictures of space, policies, things that are happening at the space.
 - Home page as a landing page for basic information and highlighted information (marketing information for example)
 - Calendar and classes are similar to previous website (but prettier)
 - If you have thoughts of things that are missing or what you want to see, let Ryan know. Want to improve visual look and feel as well. Mainly looking for unacceptable in styling, if something doesn't look right, if there is something we need on the website that is missing or not showing appropriately.
 - There is a development version - that's the one to review. This is what we will transition to the development version when it's ready.
 - James - something to consider - landing page showing "what can you do here?" Wants to see something a bit more visual about what we can engage the public.
 - Likes the "What can I make at LMN" section - maybe feature more
 - Consider a section of what people are making at the space
 - This is a work in progress - wording and whatnot can easily be added as we go
 - Adjust the menu to separate events and classes - since people often just come for classes, make it stand out more. Make classes stand out.
 - Excited to see how things progress - last tech team update drove
 - Kelsey - bringing this up now - suggestion to post the board meeting notes. Currently posted on the talk site. Will continue to do that. Can provide a link on the website.
 - James - new portal, is it up and running? Questions about receiving emails. Did not receive message.
- Volunteering(Lex)
 - People seem happy. Seems to be going alright.

- Events - successful Girl Scouts badge training, Cub Scouts, field trip, Man Up 2.0
- Outreach - ignition, East Lansing Art Fest,
- Coming up - Ken Ducky Derby and Salus Center Prom (need volunteers)
- Screening ScrapFest documentary on June 7th
- Operations(Lex & Lysne) -
 - Area manager changes
 - Jamieson - blacksmithing area manager
 - Evelyn - accepted CNC and laser area manager role (just happened)
 - Check Outs renamed to Authorizations
 - Will be changing documentation and signage to reflect new naming
 - Home Depot grant
 - Working with Kelsey - give Kelsey list of any items you want to add to the list
 - Neighborhood advisory grant awarded!!!
 - Bike station and rack
 - \$3800
 - Timeline - can pick up funds after the 29th, Evelyn was going to start ordering and planning. Need to also plan a small party.
 - Tax exempt - don't forget
 - Had to cancel the Kitchen Refresh event - low ticket sales
 - Lex needs more help to help plan events especially if they are working with another organization as a fundraiser
- Outreach (Lysne)
 - People have said they liked the Man Up Event - lots of people in the building. At least 2 members from the event.
 - Muralsmatics - it's an organization and they wanted some support from us. They are motivated to work with us for funding plan or something else if the grant does not go through. Would be a mural camp.

4. Treasurer's report

Lysne

- Tax/Maner - Got a letter from IRS saying that we owe \$3000 from 2018 tax.
 - Jody to provide information about who did our taxes then.
 - Penalty is \$20 per day or \$12,000
 - Asked Maner to call the IRS on our part
 - 2019 was filed on the same date - so if we have not received a notice for that we may soon.
 - Maner will work on getting fees waived when applicable
- Savings \$10,000 - Checking \$7,000
 - Approximately \$8,000/month in bills
 - May need to consider raising the rates or finding new members
 - Currently 83 members - going into our traditionally slow season. This time last year we had about 60 members.

- We have like 190 people in Hello Club, about 35 members who volunteer and get some kind of discount.
- Kirk - How much did we make from Astronomy on Tap? - need to figure this out
- Kirk - How are classes doing? - still going well but slowing down, May is 50%, but June is sold out. Anything coming out is selling out. Lower than we have been as Jo as been getting up to speed. Woodworking classes are scheduled through the rest of summer. Blacksmithing classes postponed until it gets cooler (too hot). 3 teams at ScrapFest, so hoping to promote the space.
 - Need to have shirts printed and ready.
- benny asking to look into how many people opened the email from Hello Club and compare old system to new system and see if we are missing anyone. Reach out to people to encourage/recruit them to come back to the space.
 - Mail Chimp email saying Hello Club is happening
 - Should have received email from Hello Club as well.

5. Secretary's Report

Kelsey

- Suggestion mentioned above for the tech team
- Updates from policy mentioned above

7. Committee Updates and Continued Business

Grants and Funding

- Somewhat on hold until July for monthly meetings. Lots of grants/funds in the works

8. New Business

Code of conduct (Lex)

- We currently do not have a code of conduct or social contract
- Most of the older version is focused on how to use the tools.
- Lex is requesting that we form a committee to help us write
 - Lex, Lysne, benny, and Jody to be on the committee to help write
 - To be presented next meeting
- Lex - time to step off the board and focus on other portions of the organizations. Leadership committee discussed. One of the failures previously is that leadership was board and in control of the space. Lex is the person we look to as a leadership figure. Planning on next meeting being the last meeting.
- Strategic plan from previous grant proposal - met with consulting firms. Have some things that they are working on polishing. Goal is that this will help us make strategic plan and build board. Community Foundation Capacity grant

8. Public comments and suggestions

- Discussed above.

Schedule next board meeting

- **Next Board meeting:** July 7, 6:30PM

Action items for next meeting

- Kelsey - website updates - look at people and connect with Ryan if errors
- benny - correct the "how to apply" for board members page
- Lysne - please make a tax document folder and share with grant team
- Lysne - comparison of what we have made on classes compared to this year
- Lysne/Lex - How much did we make from Astronomy on Tap?
- Lex - Need to get shirts ordered/printed
- Lex, Lysne, benny, and Jody to be on the committee to help write new Code of Conduct
- Lex/benny- Figure out how many users have logged into Hello Club?

Motion to adjourn

motions to adjourn - Lex

Seconds - Jody

Unanimous approval

7:30 meeting adjourns