

Lansing Makers Network

Board of Directors

Regular Meeting Agenda

02/26/2025, 6:00 pm at 2730 Alpha Access

Board Members:

benny Vasquez, Chair

Jody Applegate

Lex Savoyat

Lysne Tait

James Etherton

Kelsey Earle

Kirk Taskila

Visitors:


Meeting Secretary: Kelsey Earle.

Meeting called to order: 6:12pm

1. Housekeeping (benny)

- **Approving Agenda**
 - Edited the Equipment loan policy off of today's agenda.
 - Approved
- **Declaration of newly relevant conflicts of interest for board members**
 - None

2. Chairperson's Report

- benny
 - The thing we keep hearing is how the energy has changed in the space. Very happy about the changes.
 - Need to continue working on separating the board from everyday operations.
 - Previously board was involved in events in the space. Putting events in the hand of the board slows the process down. Can be in the leadership committee's hands. Moving forward events can be handed to leadership. Save time for board to focus on other things.
 - Events list - volunteer opportunities
 - Massive and semi organized. If you have time please sign up to help out at events.
 -  Event Planning

3. Leadership Committee Report

- Technology (Lex & benny)
 - We are moving along with a lot of random stuff.
 - Badgey is working pretty well - has theming going on.
 - Phone system, Craig is working on it. Problems with audio getting from phone system to phone. Working on it! Is there someone else who can help with the part that is causing problems.
 - Project pass printer is working again
 - Moving forward with migrating to Hello Club. Original plan of March 1 isn't going to happen. Lex and benny are working on the migration plan that incorporates member communication to help avoid issues.
 - Members will have to interface with hello club, like they do with the portal now, but it will be cleaner.
 - Will port members over to new system.
 - Still will be possible to pay at the desk. Likely won't have to bring in the credit card, can be saved.
 - Opens up opportunities for recurring memberships. Hoping that will help with member retention.
 - Lysne has been looking at credit card processing. Square isn't good at telling us where money is coming from. Program Zeffy that has 0 fees. There to help nonprofits.
 - Works with Stripe - which works with Hello Club
 - Zeffy will pay Stripe fees
 - Zeffy also has some help with campaigns and text messages and whatnot.
 - Network is looking much more stable. Printers work on all appropriate vlans.
 - Issues with old copier - talk to Em and Sarah
 - Ryan is working on theme for new website. Pulling Sammy's design into actual code.
 - Test example of Hello Club is available for anyone who wants to view it.
 - Calendar function in Talk Site?
 - Calendar went down last month when Lex tried to add it. Need to do a lot of updates before something like that can happen.
 - Badgey added backend for Lex, so that we can remotely open the back door if anyone gets stranded. LMN number is by that door so that people can call if needed.
 - As we add people to specific positions in the space, we want to bring them into a board meeting to meet them.
 - All but 2 spots sold out on classes IN TOTAL. Cutting board sold out through April.
 - We got a donation from the Mott Foundation 2 computers and 2 laptops
 - Computers in digifab updated to computers from this decade.
 - Want to schedule a make and take in the space
- Volunteering(Lex)

- Volunteer meeting 2/25. 15 people showed up. Overall tone has shifted quite a bit. Still some “it would be nice if we could”
- Ventilation in urinal room and in digifab room main requests
- 3 Shifts left without 2 people (a few people who haven't been scheduled yet)
 - Saturday morning
 - Sunday midshift?
 - Thursday second shift
- Volunteers want to know when we will open more shifts - within the near future, we will probably have enough volunteers to staff more hours.
- Continue to pay attention - with Hello Club we can pay more attention to when people are here and when they want to see us be open.
- Tyler agreed to be sublimation expert - previously did not have anyone who was interested in running it. He already has an SOP he wrote for MSU, so he will make one for us
- Parking passes for things put in the fridge, at the very least put their name on it.
- Uptick in people mentioning heat, lights, and space heaters being left on. Lex sent email to full access members 2/25 to remind people of what the rules and closing procedures are.
- Went over Hello Club with volunteers to get them ready.
- Operations(Lex)
 - Education
 - Jo is working on new classes.
 - Blacksmithing and glass blowing class in the works. Mosaics, sewing, and flute making class on the line. Charlie has whole list of class he's put forward.
 - Teaches some of her own classes on the side. - will host in the space and she will pay
 - Events
 - 28 events in some level of planning. + Event Planning
 - 3d printer meet up on Saturday. Expecting 40 people. 1-4pm.
 - Need volunteers for Maple Syrup Festival and Take Apart Clinic (April 23)
 - Astronomy on Tap
 - Motion that we file for a liquor licence - for April 9th and October at the same time
 - Secoded Kirk
 - Unanimous approval
 - Girl scouts troop woodworking badge; booked first high school field trip with a mini how to; group of high schoolers who will get a tour. Hosting retro computer meet up. STEAM day, Lumberjack festival.
 - Kitchen refresh fundraiser. How-to holiday-esque with Lansing Foodies
 - 6 stations, knives sharpened, refinish cast iron pans, wood cutting boards planing, print towels,

- Brewers want to host big brewing event - trying to make it happen on the same day. Station to talk about brewing.
 - Scheduled for Memorial Day weekend. Saturday.
 - Repair cafe - no date yet.
 - Want to ask Rathbun for support
 - iFixit will be contributing to repair cafe and promoting it for us - will refer people to us
- Current policy - 3D printers cannot be used without someone in the building. Working with Tyler and Lief to start a print and keep going safely.
 - Fireproofing
 - Stopping spaghetti situations
 - Will want to get a sign out happening to help organize prints and timing.
- Outreach (Lysne)
 - Met with Jerry and Jeff - ignition makers event. Expecting 3000 people. Very interested in helping us fundraise. How they want us to fundraise is not usually how we fundraise (e.g., concessions).
 - A bit too late to organize this year because we have 2 other events we are at (East Lansing Art Festival and 517 day). Focused on Impression5, kid stuff - very cool but would have to be planned.
 - Sponsorship - Siamak - we are sponsoring membership for May so he can do Scrapfest again this year.

4. Treasurer's report

- Lysne
 - Reconciliation to 0!
 - Insurance came this week so we did have to dig in to the savings - \$3900 for the year
 - Lower on membership dues than last year \$1500 for February
 - Class income is way higher because we are booked so far out.
 - Worked on budget.
 - Look into opportunities to add more corporate memberships.
 - Gas and electric were over \$1000 in the last few months, but it has been cold. Hopefully reminders to conserve electricity will help.
 - Reach out to Consumer's energy to see if they'll help with energy conservation efforts like motion lights/heat.
 - Filed to get taxes back from City of Lansing for property tax because we have nonprofit status.
 - Lex and Lysne are going to talk to landlords to see what opportunities exist and for nonprofit support. Expecting April.
 - Lease is over in October
 - James - consider rent to own situation?

5. Secretary's Report

- Kelsey

- Thanks Lex for stepping in for the last meeting and taking notes.
- Thank you to everyone who completed the conflict of interest form

7. Committee Updates and Continued Business

Review of Policies


Assigned		Status
Whistleblower	benny	Complete
Cash Management	Lysne	Complete
Gift-Acceptance	Lysne	Complete
Donation Requests	James	Complete
Expense Reimbursement	Lysne	Complete
Member Handbook	Leadership Committee	Will be voted on at next meeting
Policy Review	Lex	Complete
Conflict of Interest	Lysne	Complete
Anti-Discrimination	Carl	Complete
Anti-Harassment	Carl	Complete
Privacy Policy	Carl	Complete

- Lex makes 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.
- Seconded - Kirk
- Unanimous approval

Using the makerspace to produce and sell

- James - if there are opportunities, we can reconsider. Talked to several businesses, but not a lot of interest.
- Tabling this for now.
- Got money from MSU for the bookmarks.
- Once we get the new website built we can consider adding something like “can’t figure out how to do your project, contact us and we can see if we can help (for a fee)”

Strategic plan

- Applied for capacity building grant for help building a strategic plan.
 - Deadline was 2 weeks ago
 - Notification in Early April
- Table until after April
-  Strategic Plan 2025 Draft

Corporate sponsored memberships

- Updates from James

- None of the groups can talk to us until we get our tax documents for this year. Once we get that he will try again.

8. New Business

- Lex, Kirk, and some more volunteers are reviving the Grants team!
- Paint booth - starting small for airbrush, vented outside.
- Thanks to the volunteers for being neighborly

8. Public comments and suggestions

- Suggestion box (Digital and Physical)
 - No updates from the virtual suggestion box that haven't been addressed
 - Paper suggestion box - "Photo Lab"
 - Community photo lab in town
 - Community darkroom 517
 - Consider partnership in the future

Schedule next board meeting

- **Next Board meeting:** April 7th at 6pm

Action items from last meeting

- Kirk - Memorandum of agreement examples to benny/lex
- Lex - Old Town Lumberjack festival. Do we want to do demonstrations there? 7th of March
- Leadership Committee to look at member storage and its use
- Review Membership Handbook
- Kelsey - Schedule strategic plan
- benny & Lysne - Area Managers

Action items for next meeting

- Lysne send MSU Coop invoice for membership

Motion to adjourn

Jody motions

Kirk seconds

Unanimous approval

Closed Meeting