

# Lansing Makers Network

Board of Directors

Regular Meeting Minutes

April 23, 2025, 7:00 pm at 2730 Alpha Access

## **Board Members:**

Charlie Finkel, Chair

Jody Applegate

Lex Savoyat

Carl Raymond

Joe Zimmerman

benny Vasquez

James Etherton

Lysne Tait

Visitors (in person and remote via Google Meet): John Cardinal, Dwayne Peoples, Maria Alcaraz, Jerry Fahner

**Meeting Secretary:** Lex Savoyat

**Meeting called to order:** 7:05

## **1. Housekeeping (Charles Finkel)**

- **Approving Agenda**
  - Motion: benny, second Lysne
- **Declaration of newly relevant conflicts of interest for board members**
  - None



## **2. Chairperson's Report**

- Charlie expressed some concern about a lack of forward motion on things that are very important, especially regarding improving our income.
- He also says that he would like the board to come up with a way to thank the volunteers and teachers on a regular basis
  - Brian likes to do an annual gift for volunteers, and would love to have support from the board in that.
  - Lysne suggested we do a monthly written thank you note to each volunteer
  - Jody suggested that we also potentially host a party of some kind to thank folks
  - Charlie suggested also a potluck
  - Jody suggested that we draft a thank you letter
    - Lysne will draft it
    - Lex will pull a mailing list together for the events that we've hosted since January

### **3. President's Report**

- We're continuing to get new members on a regular basis
  - He's looking for new ways to engage new members so they see the value of membership
  - Charlie asked if the ticker on the wall is being updated regularly because the number has gone down over the last couple months. It was confirmed that it looks like it is accurate.
  - James suggested that he is hearing feedback that the checkout system is a limiting factor for new members
  - Joe suggested that there's perhaps a non-digital way to have people ask for checkout times
  - Carl and Brian may work together to get a kiosk put together to help with that
- Re: Checkouts
  - It may be worth putting together a function (maybe a committee) to rebuild the checkout process that includes someone from the board to make sure that concerns from the board are included when the process is rebuilt
    - Carl and James will work with Brian to put together a charge for this committee
  - To potentially help a little, Lysne and benny will pick up the "toolapalooza" event that Lex had and get it going.
- Brian asked about scheduling an earlier time for board meetings. (see below)

### **4. Treasurer's report**

-  April BudgetvsActualsFY2017Budget-FY17PL.pdf
-  April StatementofActivitybyMonth.pdf
- Approval of 990s
  - Motion to approve 990s for 2021, 2022, 2023 will be sent out and voted by email.
- Lysne started an extension for this year's 990.
  - Motion to approve filing for an extension of 990 for 2024: benny. Second: James. No discussion, unanimous approval

### **5. Secretary's Report**

- Event stuff
  - Adam and Lex were at the MSU Law resources festival yesterday, and talked about 100 people
  - Still looking for volunteers for 3 events
  - The brewers group would like to do their own event to do a brewing demonstration on May 31st in the south parking lot

### **6. Continued Business**

- 501(c)(3) status - Update from President, Carl
  - Latest we've heard from the CPA is that they've done the 990s and they'll review the 1020 application and will let us know when it is complete.

- There is a question on whether they will be filling out the forms online or if we will. Brian: They suggest that we do the filing ourselves. Carl will check with the accountants tomorrow on status.

## **7. Committee Updates**

### **Review of Policies**

<b>Assigned</b>	
<a href="#">Whistleblower</a>	benny
<a href="#">Cash Management</a>	Lysne
<a href="#">Gift-Acceptance</a>	Lysne
<a href="#">Donation Requests</a>	James
<a href="#">Expense Reimbursement</a>	Lysne
<a href="#">Member Handbook</a>	Brian
<a href="#">Policy Review</a>	Lex
<a href="#">Conflict of Interest</a>	benny
<a href="#">Anti-Discrimination</a>	Carl
<a href="#">Anti-Harassment</a>	Carl
<a href="#">Privacy Policy</a>	Carl

Charlie would like us to send the reviews out to the board before next meeting so we can review them ahead and get ready to approve them (potentially to review and vote on them via email)

Motion to approve “Policy Review”: Lex Second: Lysne. No discussion. Unanimous approval.

### **Volunteer Management**

- James Etherton
  - No update right now.
- Lex - an onboarding procedure has been written

### **Budget**

- Brian Adams
  - There’s no draft yet, but Lysne, Charlie and Brian will get together.

### **Enhanced membership definitions and agreements**

- Carl Raymond, Lex Savoyat
  - We had a lawyer review it and they said a judge will absolutely see it as a lease
  - The biggest problem we need to answer - what is the correct or best course of action if we need to cancel their membership?
  - They’ll work on getting something new written and/or adjusted for review next month

### **Developing President Evaluation**

- Charles Finkel, benny Vasquez

- The committee spoke with Brian about the outcomes of the evaluation. In the executive session tonight we will approve the public version.

### **Policy Regarding Equipment or Material Donations or “Loans” to LMN**

- Brian Adams
  - No updates at this time
  - Discussion about what should be included in a loan agreement. Who can approve, how to label tools.
  - Joe: We need to consider liability around injuries that occur with loaned tools. We would need to ask the insurance company if the owner of the tool needs to be included. Who is in charge of the SOPs?

### **8. New Business**

- None

### **9. Public comments**

- John: Has there been any updates in our collaboration with Alro Steel?
  - Brian: Yes we have been in contact, but there is no update at this time.
- John: Will Tony be involved in changes to the woodshop checkout update process?
- John: We need to be careful with a whiteboard, etc. around the space with people's private information (regarding public location to request checkouts)
- James: I want to be more proactive about outreach. How do I do that? What kinds of things can I offer?
  - Fundraiser raffle? A couple of laser cuts make things?

### **Schedule next board meeting**

- May 28, 2025 6pm. Please note the updated time!

### **9. Executive Session**

An Executive Session was held.

**Motion to Adjourn** Joe, Second: Carl. Unanimous approval.