

Lansing Makers Network

Board of Directors

Regular Meeting Minutes

November 20, 2024, 7:00 pm at 2730 Alpha Access

Present: Brian Adams, Jody Applegate, Carl Raymond, Charlie Finkel, Lex Savoyat, Joe Zimmerman, Jerry Jodloski

Spectators: Lou Gedvilas, James Etherton, John Cardinal

Minutes: Lex Savoyat

Meeting called to order: 7:07pm

1. Agenda

- **Approving Agenda** Motion: Lex Savoyat Second: Carl Raymond
- **President's Report**
- **Treasurer's Report**
 - Budget for December
- **501c3 discussion**
- **Secretary's Report**
 - Schedule Board Worknight.
- **Additional Action Items**
 - Motion to update Board Election process
 - Motion to Vote on Benny Vasquez to join the board
- **Schedule the next board meeting**
- **Executive Session**

2. President's Report

- Sarah Jennings is our new accountant. It is taking a while to get replies sent back and forth. We are still waiting for the 501c3 renewal proposal.
- Met with Nonprofit Network (Regina Pinney) about Board Recruitment, other issues that we are experiencing, and what they can do to help. It was a very helpful meeting, they have our backs and are here to help us.
 - Goal to add up to 4 board members by end of 2025
 - Don't replace all members at once; stagger terms
 - Do more work in committees, and use meetings for updates
 - What we are going through is what other nonprofits sometimes go through
- How-To Holiday was a resounding success.
- Have not yet met with Bob from LEAP yet.

- Met with Alro, toured through the space. It was a positive experience, we are going to tour there as well. They are excited to partner with us.
- Conversations that Brian needs
 - Vision, leading into a success plan.
 - Question of converting people that come for events, how do we turn them into supporters.
 - Not just volunteers or members, but supporters.
 - What are some ways that we can engage people for repeat visits when they aren't ready for membership yet.
 - Kits?
 - Supporting Fee
 - Send thank-you notes to attendees with notes about things that we are doing soon.
 - When we are doing tours, we ask people what they want to do, and then we aren't following up. How do we follow up?
 - Lou: Can we have a clipboard for when we are doing tours, to track what people are interested in so that we can invite them later.
 - There is a double-sided thing that we are trying to create. 1. Does the space have the tools that we need? 2. Do I feel comfortable here? Adding more user groups/event nights might be a good way to do the second part.
- No plans currently to meet with the landlord. Brian has a couple of ideas on how to approach him. Do we ask for a lower lease, or a discount that we pay back later? Primary goal is to say "You are a manufacturer, why not support us philanthropically?"
 - Carl would like us to schedule it quickly, Jerry suggests that doing it before the end of the year would be a good bet.
- Charlie: After Brian steps away from the board, we would still need an Executive Director report. We should start looking at how to separate operations from the board.

3. Treasurer's report

October:

<https://drive.google.com/file/d/1hy2Lo89vYPzswq7htRXUMXEPgsdzvFke/view?usp=sharing>

November:

https://drive.google.com/file/d/1QYI7g0x_s-3s-HvFFZaliHHHGD88op50/view?usp=sharing

There were two charges from State Farm, Jody is working on removing one of them.

BWL hit us twice in October.

How-to Holiday (EventBright tickets) not accounted for in this report.

Seeing an increase in donations after making the social media call for assistance.

\$500 from Ryan and KZoo Makerspace in appreciation of storing the CNC machine.

Charlie's loan repayment is not shown for \$500. \$2000 left to repay.

\$5817 bank balance as of 11/20/24.

- We need to encourage individual philanthropy to help us weather this storm.
- We do not currently do accrual based accounting, because in the past it caused complications. We hope to move back to this with the new accountant.
- No current progress on making a December budget.
- Would like to add 30/60 day projections to the Treasurer's Report.

- We do not currently have liability insurance.
 - State Farm is not able to cover us, because their underwriters will not cover anything with welding and blacksmithing. They recommended Clarkson.
 - We toured with Rathbun Agency last week, and we are waiting on a response.
 - James: Is it possible to get multiple coverage options? Will look into their friend's underwriter that has a machine shop.
 - Our lease also requires that we maintain liability insurance
- What will we do to make up the funds for December?
 - Fundraising Letter was something that we did last year. Investigate how much we brought in.
 - Fundraising email
 - Monthly Fundraiser?
 - Holiday Fundraiser, Fundraiser Open House
 - Gala
 - Many more classes
 - Night events
 - Wholesale the designs/making of How-To Holiday Ornaments
 - Bad Annie's is excited to sell them.
 - Need a contract from Christopher ahead of time.
 - Jody and Lex to run this.

4. 501c3 discussion

- Waiting on a final document from Sarah Jennings
- Brian's intention is to personally pay for getting the 501c3 reinstated.
 - Brian will make the donation to LMN who will pay Sarah.

5. Secretary's Report

How-To Holiday Results:

Income: \$4502.51 (\$3,562.51 from eventbrite + \$940 square)

Costs: \$524.55 (still working on getting amounts from everyone)

Visitors: 121 forms filled out, with approximately 20 members beyond.

Upcoming Events: Constellation Cat Cafe fundraiser tomorrow.

Schedule Board Worknight: Carl, Lex, Brian, Joe.

Look at License agreement, supporting memberships.

6. Additional Action Items

- Motion to update Board Election process. Motion: Brian. Brian abstains, all else in favor.
- Motion to elect Benny Vasquez to join the board starting January 1, 2024. Motion: Brian. Second: Lex. In favor: Joe, Jerry, Carl, Jody, Lex. Abstain: Brian, Charlie
- Candidates to meet: Lysne Tait, James Etherton, Jacki Krumnow
- Interview subcommittee
 - Carl, Joe, Lex (Jerry for James)

7. Schedule the next board meeting

- **Next board meeting:** Wednesday, December 18, 2024, at 7:00 pm in-person

8. Member Discourse

Lou: Got an email about who is able to give checkouts. Is curious what the process is to become a checkout trainer. Brian is working on cleaning up the process right now. Each tool currently has a different process, which is not a sustainable way to go about it.

John: There was a list of stuff to sell from each department. There is a bandsaw in the metal shop, and a second drill press. Who is in charge of actually selling them? No one currently, but they can be sold.

James: Thanks the board for all of the work that we do. Have questions that might solve some issues.

A thing that he hears is "That's an operational question, we don't do that in the board. If not in the board, who is on the operational side to handle them." Brian: It isn't clear right now, we are trying to work on that.

- There are a lot of members that have talents, that can't use them or don't want to spend their time behind the desk. I think we can solve this with committees.
- Recommended Committees: Technology, Fundraising, Volunteering, Education.
 - Perhaps each board member can run a committee?
 - Brian: We are going to go in a slightly different direction, but would like to sit down and talk about what that looks like.

9. Executive Session

None