

# Lansing Makers Network

Board of Directors

Regular Meeting Minutes

August 21, 2025, 6:00 pm at 2730 Alpha Access

## **Board Members:**

Charlie Finkel, Chair

Lex Savoyat

Carl Raymond

benny Vasquez

James Etherton

Lysne Tait

Jody Applegate

Kelsey Earle

Visitors (in person and remote via Google Meet): Vic, Brian D., Carol S., Gary B., Jerry F.

**Meeting Secretary:** Lex Savoyat

**Meeting called to order:** 6:11

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

- **Approving Agenda**
  - Motion: Charlie
- **Declaration of newly relevant conflicts of interest for board members**
  - None

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

- The best thing that Charlie has seen this past month is Carl's Radio Electronics Meetup. It was great to see so many people working together.
- Contacted Alro to come in and get a tour, and to give us a tour of their facility.
- IBEW isn't in the building yet. They are supposed to come get the passes. The check is in the mail now.
- Was able to contact Harrison Leffel Jones from LEAP. It would be worth meeting again.
- Carl, Evelyn, and Charlie met Marshal Clark and Ray from Olsen Mastermark. Ray operated the Trotec laser cutter and CNC for a dozen years. He loves these machines and would be interested in offering tips, shortcuts, training on these tools for larger scale production.
  - Marshal loves to sell, and would be interested in assisting us with the sale of items that we've produced. They previously did all of the sign making work for MSU. He'd be interested in 10% of sales.



- James Etherton has a relationship with the person that runs the sign shop at MSU who is willing to help champion our involvement there. James is interested in owning that relationship. Evelyn will assist.
- An Area Manager meeting was held. Managers have been asked to identify and schedule additional classes to help with budget constraints.
- We need to come up with some jobs and job descriptions for gaps that we currently have, such as blacksmith area manager, events coordinator, education coordinator. Because some of these areas don't have very active management, the areas or responsibilities are not getting as much use as we would like to see.
  - It may be time to look outside of LMN to fill these roles.
  - Should we break up Digital Fab into different areas?
- Charlie will be moving out of his role on the Leadership Committee.
  - We need to think about the consolidation of power that is currently happening by having all members of the leadership committee also being on the board.
  - James believes that we have the opportunity with the leadership committee to be able to delegate work.

### **3. Leadership Committee Report**

- Technology (benny)
  - Got meetings started (every two weeks or so)
  - Getting things aligned
    - If you have tech-related questions, you can email [techgroup@lansingmakersnetwork.org](mailto:techgroup@lansingmakersnetwork.org) or you can talk to benny.
  - Digital/online stuff
    - Started auditing what we're paying for at Digital Ocean and figuring out what needs to be updated/managed. Have made a change that is saving us \$50/month.
- Volunteering/Operations(Lex)
  - Passit
    - Working on updating our central password storage to be all accurate and up to date, so we can manage shared passwords in a secure / sustainable way
  - Volunteering
    - Starting with the front desk definition, but will be expanded to all volunteers
    - Overall goals
      - Get volunteers away from the front desk
      - Make it easier for volunteers to have a shift they like
      - Set up tasks for members to be able to contribute to the space
    - Volunteer leadership is split into 3 parts
      - Lex, Evelyn, Anna
      - Lex - overall organization/documentation
      - Evelyn - scheduling
      - Anna - Interviewing volunteer applications.

- Scheduling updates
    - trying to get to 2 people per shift - 1 person per shift as a standard shift, and one person that is volunteering to cover as they can
  - Volunteer application
    - All applications have been reviewed and interviewed
  - Added a physical way for tracking non-member volunteers and classes
- Finance
  - Working on getting the financial status in-hand and under control
    - Bill paying, cash flow, budgeting, etc
  - Purchasing
    - We now have paper sheets for reimbursements, in addition to the online form that can be filled out and placed in the mailbox behind the desk

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

-  StatementofActivity-5.pdf
  - Membership dues fell by 58% from June to July.
  - There were two rental payments
-  StatementofFinancialPosition-3.pdf
- After this meeting we will meet to talk about Fundraising
- We will flier at local apartment complexes to try and drum up some business.
- Financial situation is tight currently.

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

- benny will join the Board search committee

#### **6. Continued Business**

#### **7. Committee Updates**

##### **Review of Policies**


Assigned		Status
<a href="#">Whistleblower</a>	benny	Returned for rework
<a href="#">Cash Management</a>	Lysne	In Progress
<a href="#">Gift-Acceptance</a>	Lysne	Complete
<a href="#">Donation Requests</a>	James	In Progress
<a href="#">Expense Reimbursement</a>	Lysne	Ready for Vote
<a href="#">Member Handbook</a>	Leadership Committee	In Progress
<a href="#">Policy Review</a>	Lex	Complete
<a href="#">Conflict of Interest</a>	benny	Not yet started
<a href="#">Anti-Discrimination</a>	Carl	Complete
<a href="#">Anti-Harassment</a>	Carl	Complete
<a href="#">Privacy Policy</a>	Carl	Complete

## **Volunteer Management**



- James Etherton, Lex Savoyat
- Already covered in Leadership Committee

## **Budget**


Lysne Tait

-  LMN 2025 proposed budget.xlsx
- Already covered in Leadership Committee

## **Enhanced membership definitions and agreements**

- Carl Raymond, Lex Savoyat
-  Lansing Makers Network License Agreement
-  LMN Enhanced Member Handbook
- Motion to Adopt Enhanced Membership License Agreement, build out area, and advertise.
  - Rollcall vote
    - Lex: Aye
    - Carl: Aye
    - benny: Aye
    - James: Aye
    - Lysne: Aye
    - Charlie: Aye
    - Kelsey: Aye
- James offers to sponsor up to \$500 for build out. He'll get a name plaque.

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

- Charles Finkel  Consigned Equipment Agreement.docx
  - benny to turn this document into a full agreement.

## **8. New Business**

- Paying teachers of our classes
  - Charlie to propose a teacher/class compensation structure.
- Reserve and renting certain tools
  - Charlie will propose what we should be doing here.
- Charging money for lengthy, involved check offs
  - Charlie will propose what we should be doing here.
  - James disagreed that we should have this, people are already paying for a membership.
  - The leadership will come up with a proposal related to this
- Using the makerspace to produce and sell
  - [Paid Staff and Production in the Shop](#)
  - Erin and James will work with their contacts at MSU.

## **9. Public comments**

- Idea presented to have a suggestion box for concerns or ideas by members for the board. The suggestion box should be digital as well as a physical one in the space.
  - Google form
    - In the form we will also make clear who will see the suggestion
- Strategic plan
  - Kelsey is working on the structure of a strategic plan and will be reaching out to members and board members to complete the task.

## **Schedule next board meeting**

- **Next Board meeting:** 6pm Thursday, October 2, 2025
- **Board Work Session:** 6pm Wednesday, September 10th.

## **Action items for next meeting**

- Create online suggestion box
- Using the makerspace to produce and sell
  - [Paid Staff and Production in the Shop](#)
- Member Handbook
  - Charlie to propose a teacher/class compensation structure
- Reserve and renting certain tools
  - Charlie will propose what we should be doing here
- Charging money for lengthy, involved check outs
  - Leadership will propose what we should be doing here
- Setting up Enhanced Membership area
- Kelsey working on skeleton for strategic plan

## **9. Executive Session**

No session was needed

## **Motion to Adjourn**

Motion: Lysne Second: James. Motion Upheld.