



# QC Co-Lab Board Meeting Minutes

2020-08-09

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## Attendees

Ryan Weekly, Brian Schultz, Theresa Schultz, Greg, Shari Telman, Ben Ziegler, Bob, Carolyn K, Leonard M

## Reports

### Board Members -

- **President's Report:** Kevin Hurt from Nerd Fest and Nerd HQ is here, wants to have us out next August 27-29, 2021 at the River Center, partnering with RME among others. QCnerdfest.com for details.
  - New dumpster from Republic, locking en route. Location?
  - Fire extinguishers need to be tested again, Ahern, Getz
  - Big thanks to everyone who cleaned up the parking lot
  - 3-4 tours and 2 sign-ups
- **Vice President's Report:**
  - 2-3 quotes on bug spraying. Spann's ~\$200, Kenny's \$125 or \$200/mo, Babe's \$90, Illinois Iowa pest control
- **Treasurer's Report:**
  - \$16,046 bank balance with all pending checks accounted for, 23 rentals, 84 members on 70 paid memberships.
  - Room cost changeover - when to implement? Need new lease agreements. For multiple family members, each needs to fill out the same paperwork and have ID number confirmation recorded.
- **Secretary's Report:** I've been out for a bit, now back. I'm meeting with the city this week to discuss the west sidewalk - more to come. We've had the gas meter inspected, we will need to schedule fire inspections soon.
- **Outreach and Education Report:**

- **Officers Reports: Bob - thanks to the parking lot cleaning crew. Erika - none. Jason - longer term in DC, possibly until December. Is there interest to replace him on the board.**
- **Media's Report:**

## Agenda

### Last Meeting Follow-up (Old business)

- Paint Booth placement and buildout.
  - These items were dropped off at the lab, almost abandoned outside the garage if it weren't for Sheri and Greg being at the lab. We now have 3 paint booths in the Garage and a hydro dipping tank. These items were stated to be a donation but nothing has been signed yet to that regard.
  - Moving the sump outlet first, then unloading the elevator, then moving pick and place, then setting the paint booth. - Still in process per Ryan.
  - Ryan and Ray have looked into using large paint booth in the elevator, garage welder (potentially to close to car lift) (June 2020)
  - Ben to investigate maintenance on hydro dip tank (June 2020)
  - The current plan is to move the sumps that go out the elevator door to pump into the main pit and then get pumped outside like the rest are. This will allow us to upload the elevator and move the pick and place. Once those have been completed the Paint booth can be assembled. (July 2020)
- Discussed and voted on allocating \$800 in funds for the white laser maintenance. This maintenance includes new belts, a new laser tube and a new bed. Additionally the power supply will be replaced with the supply that we have on hand.
  - Re-order belts for laser (COVID refunded), all other parts on hand (June 2020)
  - The bed as well as belts are in and ready to be installed; However, the tube for the laser is stuck in a warehouse in Texas that isn't currently shipping due to Covid-19. Hopefully we can get this laser operational shortly. (May 2020)
  - No Update as far as belts are concerned, trying to find a vender that can get us the belts. (July 2020)
  - Order showed up on Friday, per Greg
- Plasma cutting table
  - In January we allocated \$500.00 towards the plasma table that was getting worked on by Ray and Rob. What is the status of this project and what was that allocated money put towards? Do we need to allocate more money to get the project completed?
  - Ryan talked with Ray in June, looks like they are fine with the budget just working on the build out now. (June 2020)

- Ray gave Ryan the list of parts they still need off of Amazon. He will get them ordered as soon as part numbers are verified by Rob. (July 2020)
- Rob has verified parts, Ryan has ordered to arrive this week.
- Access system cutover
  - All parts in place, Greg and Ben to work on this week. Doorbell is separate.
  - The majority if not all active members have scanned and signed the new reader and system. When would be a good time to switch this over and decommission the old system?
  - No Update, more complicated than expected. (July 2020)
- Air Conditioner Maintenance
  - [AC Maintenance Ticket #1](#)
  - [AC Maintenance Ticket #2](#)
  - We have had midwest mechanical out twice now to look at our AC units. Attached are the two work tickets they have given us. Ben was here for the most recent service And Ryan was here for the 2nd. The AC unit that continued to blow fuses all last year has a bad fan motor on it and it looks like it will be \$2500 and 4 to 5 business days of work to get replaced. We need to discuss options as well as what needs to be done moving forward.
  - Contact schebler
  - On hold for the next meeting. Need to contact northwest to make sure we have the same tech moving forward and to get a full estimate with parts and labor on the fixes for our AC System that has already been diagnosed.
  - It was discussed if we should tough it out for the remainder of the summer and then start to plan and budget the large amount of service for next year. We are going to contact the college for due diligence since it is potentially a large capital expense. (July 2020)
  - Erika suggested O'Dells for AC service. Ryan suggests to table work for a long term plan
- Colabulance
  - No Known offers on the Colabulance. Posting to the public \$1000 OBO on social media. (July 2020)
  - Ben to follow up on offer. Posted?
- Proposal to end family memberships

- Jason is proposing we end family memberships replacing them by making all memberships equal. New membership would include any family member that is currently living in the same household that is listed with the Co-Lab. New membership would be limited to one vote for official lab business. New membership would allow each member over the age of 18 to have their own key
- (insert verbiage) 1 vote, 1 board member per full price membership. Max of 4 badge holding members per membership with a majority board vote being needed to allow exceptions to the rule all of which should be timeboxed and audited.
- Ryan is working on getting all of the information on the site built out for a go live date at the August board meeting. It looks like there might be 3 to 4 people that could potentially need to be offered a small refund on a yearly family membership. Ryan will also work on the Membership app to get the pricing update corrected. (July 2020)
- Dumpster changes
  - Our neighbor at hot glass has reached out both to the college and us asking for us to figure out a solution to the dumpster. It has been discussed to get a locking dumpster, get a bigger dumpster, and move the dumpster to the back lot instead of at the back of our parking lot.
  - New dumpster was delivered and is in the back lot. Its a 4 yard dumpster but unfortunately isn't locking. Ryan is trying to figure out our customer number I will call republic and get it swapped. Ryan also called Country Monday, Wednesday and Friday and left them a message. He also went there on Friday at 3:00PM but no one was there. (July 2020)
- Pest Control
  - Brian will contact local companies looking for a quote.
  - Brown recluse issue
  - Brian and Theresa are going to have a few different pest control companies out this week to walk the building and provide us with a quote. Hopefully something we can get voted on and get taken care of. (July 2020)
  - We decided the whole building would be sprayed including offices. Physical and digital notice will be given in advance of spraying. (July 2020)
- Server Room cooling.
  - Door removed. Plan to vent into the hallway.

- Room is dramatically cooler with the back door removed from the room. Ryan is planning on getting the fan door installed before the **September** meeting (July 2020)
- Ray suggested gate valves for sewer lines.
  - We were asked to get three different quotes and to make sure to include Peterson on that list.
  - Ray is going to look into getting us some quotes for this service since he is the most knowledgeable on what needs to be done. (July 2020)
  - **No quote yet**
- Kitchen usage and cleanliness.
  - Topic was tabled for August Meeting (July 2020)
  - Sink needs putty for the right hand trap.
  - Ryan suggested to post a clean out schedule for the fridge. No long term food storage.
- Deciding on a communication platform.
  - Erika would like to see us only use one means of communication instead of using both the Google Group and Teams. Erika is leaning towards Google Group due to the email notifications.
  - Ryan did some research and it is possible to turn on notifications via the web browser for teams. (July 2020)
  - We discussed the 5 pillars that make up our membership communication. (July 2020)
    - Teams
    - Google Forums
    - MediaWiki
    - Website
    - Google Apps for business.
  - It was discussed that we should make an effort to migrate and update the wiki to our website outside of mediawiki. We are hoping this will simplify the update process and give us more of a single sign on approach. (July 2020)
  - We decided to build out a page that is completely public on the website that will contain all important updates and announcements. This way members

who might not check forums or are not interested in the discussion of the announcements can still have access to them. (July 2020)

- We also discussed what it would look like to EOL the google forum in light of an announcement page on the website and Teams. We don't think we are at that point currently but it is something we will be looking into. (July 2020)
- Ryan moved the wiki to the website url and top page listed several common items.
- UPS Units for the server room
  - Greg would like to purchase much needed batteries for our UPS units in the server room. Looks like we can get them from amazon for \$250 and have them delivered in about 10 days or get them locally at batteries plus for \$400.
  - Erika moves to allocate \$400 in funding to purchase one locally to get the servers up and running and then , Bob second. 4 for and 1 against. Passes
  - Jason did voice that he believes the cluster isn't really giving much value to the lab since the file system can be ran on a NAS and the camera system needs a non-virtualized environment anyway.
  - Greg is going to get them today 08/09/2020).
- Tool Ambassador Program
  - Ryan would like to implement something very similar to what the Des Moines maker space does with their tool stewardship program. The typed out policy can be found [here](#). Ryan doesn't have a date in mind for implementation but would like to start a discussion about it in general. Ryan thinks this would be a good way to get members to build more investment in the space as well as increase the maintenance, support, training and quality of our spaces and tools. This would also decentralize the operation of these areas from the board of directors in whole but still give them oversight into the progression and budget of the areas.

## New Business

- Erika did some research into vending options and what they would look like at the lab. Would like to discuss to see if this is possibly a better option than what we are currently doing. Talked to 3 companies, preferred 20oz bottles, \$0.10 surcharge for credit card.
- Kevin Hurt is here to discuss NerdFest with the lab and see if we would be interested in a potential partnership with them for the upcoming convention.
- Bob proposed to consolidate all discounts to hardship, with board approval in closed session. Not to include the annual discount. Ryan seconded. Unanimous.

- Erika moves to extend the deadline on scrapping Co-Labulance to the September meeting. Ryan seconded the motion. Unanimous.
- Bob moved to authorize \$150/mo for pest control to start in September. Ryan Seconds. Vote was unanimous.
- Ben moved to Designate the Announce page of the website as the Official communication system for purposes of meeting announcements and other purposes as stated in the by-laws. Erika seconded the motion, unanimously approved.
- Carolyn asked for help getting the kick wheel, large kiln, and wedging table to Neal Meeker. Shari volunteered to contact him.
- Brian proposed converting 125 for art set up. Needs a sink, pump, sediment trap. \$500 for. Unanimous.
- Bob moved to adjourn the meeting. Ben seconded. Unanimous. Meeting adjourned at 4:38pm.