
QC Co-Lab Board Meeting Minutes

2021-07-11

Meeting called to order at 2:26

Attendees:

Brian Schulz, Erika Schmidt, Shari Telman, Robert Fitzgerald, Gregory Curtis, Theresa Schulz, Michael Cook, Dakota Watson, Ryan Weekly, Ben Ziegler, Matt B, Leonard Metallo

Approval of Agenda:

Approval of Minutes from Previous Meeting

Ryan motioned to approve Bob seconds, unanimous vote to approve

Reports:

Board Members -

- **President's Report:**
 - Sent information to the attorney.
- **Vice President's Report:**
 - Met with Waston and Associates and gave them a tour. They will be looking into grant writing for the co-lab. \$350 has been sourced for the QC Foundation grant which is a \$15000 grant.
 - August 27th - 29th we are invited out to the Nerd fest. We will be building a giant dice tower for that
 - Bob and Linda are looking to donate equipment to the lab and are currently looking for membership since their building also got purchased.
 - Reached out to a few lawyers that specialize in tax laws and non-profits
- **Treasurer's Report:**
 - Current bank balance \$23,951.91
 - Current memberships are around 75 members

- Only room available for rental currently the room next to Brain's downstairs. Dane might have already rented that room.
- The potential building rent will be at \$1000 a month for a potential 12 month period
- **Secretary's Report:**
 - No Report
- **Outreach and Education Report:**
 - No Report
- **Officers Reports:**
 - No Report
- **Media's Report:**

Agenda

Old Business

- Open projects:
 - 3 paint booths:
 - On hold, pending new business
 - Shari is going to send the email that was previously drafted by Erika. No contacts have been received from Jordan about the booth since his original outreach.
 - Plasma CNC - Requested power supply received (not yet installed)
 - The power supply is in, however still might not be installed.
 - Stained glass studio - Greg will purchase ballast bypass bulbs
 - Still not purchased. Greg will look into sourcing them in Davenport
 - Audio studio - progressing slowly. Installing insulation, looking into mics
 - Wall still needs to be insulated and the wall finished by Ben.
 - Erika will look into getting a solid core door for that space.
 - Chemical treatment: first quote available. (pending, Ben)
 - Roughly will cost about \$150 a month from ChemSearch.
- Allocating a portion of the basement art space to hold a green screen.
 - Michael Cook is willing to loan out his portable green screen. (haven't moved on this yet)
 - Erika just wants to paint a wall green.
- Discuss repairs to leaky spots of the roof - one quote in so far for complete re-coat. (TABLE, Bob moves to table, Erika seconds)

- Lex Cut 3 cutting head upgrade for the planer - back ordered up to 7 weeks. Going to wait to purchase until items are in stock to not tie up money. Since the wait is so long Ryan got the existing knives sharpened. (pending, Ryan)
- Need to file tax paperwork
 - Ben, Shari, Erika will look into filing our taxes. (Shari to contact an attorney for this)
- Do we want to set funds aside for conference room setup? (TABLE, Erika moves to table, Bob seconds) (Mic, speaker, webcam)
 - Ryan will look into costs and products for the next meeting so we can make an informed decision.
 - Erika moves to spend up to \$150 on a Bluetooth speakerphone from Amazon for a board meetings. Bob Seconds unanimously approved.
- Boiler inspection. Ben to follow up with Dan Fender at EICC. (Pending, Ben)
 - Tabled pending lease requirements with Bill Sheeder.
- Nerdfest Dice Tower - Need to appoint a committee for this (Pending, BEN)
 - Getting materials and dimensions from Nerdfest. Ryan, Ben, and Brian will work on.
- Discussion sale of the building
 - Bill countered at \$1000 a month. Still waiting on any type of formal lease or timeframe.
- Shari has been in contact with an attorney through Lane and Waterman (Davenport) for Co-Lab needs
 - Shari has been in contact with them.
- Consolidation of some of our less-used spaces, such as the sewing space so we can better assess how we can potentially monetize those spaces.
 - Erika proposes moving the vinyl cutters, scrapbooking, and other items to the multipurpose room. Additionally allocating \$100 to move the switch to a common area so that the small room can be rented out as a private space. Brain seconds. Unanimously approved.
- Greg to looked into a compatible controller for the gray laser cutter cost \$360+tax
 - Ryan moves to purchase from Amazon for up to \$400. Erika seconds. Unanimous vote.

New Business

- Room Rental Rate vote. Can't seem to find the vote from the last time this was implemented. Ryan will look to find it but to cover the bases we might want to re-vote on the standardization of room rental rates.
 - Erika moves to start implementing room rates of \$.50 per square foot per month for upstairs rooms and \$.25 per square foot for basement rooms.

Implementation will start in August 2021. Ryan Seconds. Unanimous vote.

- Project labeling
 - Erika made cards that would help with labeling. She is going to be printing them and placing them around the lab. Erika will be communicating that change.
- Ryan moves to purchase a 5ft or 6ft step ladder for use inside the building for \$100. Leonard seconds. unanimous vote. Erika has volunteered to get the ladder.
- Erika has reached out to several contractors and has had estimators out to look at the units. There are 3 units, the front one that supplies AC to the front half of the building that is located in the garage is currently not running. The general consensus from the contractors is that the blower fan on the front unit is not functional. Erika is going to reach back out to get them out to dig into it.
- Motion to have Dakota as an outreach officer. Ryan Moves, Leonard seconds, unanimous vote.
- Bob moves to adjourn at 4:50

ADDITIONAL COMMENTS OR COMPLAINTS: