

Draft BK Board Minutes  
4.30.0

PRESENT: Angel, Alon, Kearstin, Jordan, Jesse, Amar

**AGENDA**

- 1) Approve previous minutes (5 minutes)
- 2) Financial Report (20 minutes)
  - a. Cash shortage
  - b. Budgeting
  - c. Project Budget
- 3) Membership Report (5 minutes)
- 4) Board succession (10 minutes)
- 5) Collective Decisionmaking (10 minutes)
- 6) Sewing Kitchen and New Space (10 minutes)

**1) Approve previous minutes (5 minutes)**

**a. APPROVED**

**2) Financial Report (20 minutes) (Angel)**

- a. We were under WAMU, now chase; we still don't have CDs because they would charge us fees unless we open a new account
- b. Angel is working with bank to get fee-free CDS, because we really need to have cash invested
- c. Annual report: should send something out; she has spent time cleaning books up
- d. Can use those numbers to develop budgets
  - i. We should be able to create budgets per-cluster based on last years expenses
  - ii. We have tons of money and are always getting more
- e. Primary expenses: rent, utilities, computer paper, we don't really have allotment for our programs
- f. We should set a budget for things like the youth program
  - i. Youth program doesn't have a lot of expenses
  - ii. Maybe t-shirts for the kids or something?
- g. Kearstin: might be useful to set up quarterly budgets, quarterly goals and targets maybe?
- h. Amar: percentage allotment to each cluster could work, whether quarterly or annually
- i. Angel: this would create opportunities for projects/clusters, not limits
  - i. She would like us to brainstorm a list of programs/clusters
- j. Different categories:
  - i. IT
  - ii. Accounting
  - iii. Operations/Facilities
    1. tools

- 2. shop improvement
- iv. Volunteer (mainly parties and lunch)
- v. Programming
  - 1. WTF
  - 2. youth program
  - 3. classes
  - 4. [ad hoc one offs? PR events?]
    - a. No need to budget that for now
- vi. Community Relations
  - 1. grants, incubation, etc.... (ie public relations and community investment)
- k. Jordan: we have a problem because we don't have strong cluster coordinators who will take charge of this money;
- l. K: if the coordinator has money s/he can just encourage others to use it
- m. Amar: in person recruitment works best
- n. We could allocate based on what we've been spending, or we could even over-allocate since we have savings
- o. **Cash shortage:**
  - i. Current effort is to have a dedicated Saturday greeter
  - ii. But someone could come during closed hours
  - iii. Amar: cash is being rung up, but lifted from reg
  - iv. Angel: not much more to do at this point

### 3) Membership Report (5 minutes)

- a. Alon sent one out after last meeting
- b. JP sliced and diced data, though it wasn't necessarily that informative
- c. Alon took another look this evening
  - i. Right now can't get data on new memberships v renewals through the web interface, but can be generated back end
  - ii. Not a lot of renewals, most come just for one project then stop
- d. Angel: sending renewal notices might be interesting
- e. Alon:
  - i. Members and patrons would really enjoy hearing for us, and may spur them to come in more
- f. K: but we have a capacity problem
- g. Alon: there's discussion about enhancements to freehub, Angel and Alon are working on this

### 4) Board succession (10 minutes)

### 5) Collective Decisionmaking (10 minutes)

- a. Board members are not attending frequently enough
- b. Quorum issue:
  - i. Maybe it's ok to let small group make decisions? (ALon)
  - ii. Meetings have been poorly attended (Jordan)
  - iii. One problem is decisions are made by small number of people, but then nobody knows about the new policy (Jordan)
    - 1. and people might just not follow the new policy if they disagree

- iv. Alon: maybe meetings not that useful; seems decisions get made over listserve quite well
  - 1. and things at BK just get done when people step up and do it, which maybe is good
  - 2. perhaps BK is too bureaucratic, preventing people from taking initiative
- v. Kearstin:
  - 1. difference between one-off projects versus broader policies
  - 2. eg building shelves, having a yard sale is one thing
  - 3. but if it's more policy based, maybe there should be more process
  - 4. having some kind of sounding board might be sufficient, wherever that takes place
- vi. Jordan: new mechs don't really know what they're supposed to do, or what they can do
  - 1. they don't know they can just step up and do it
- c. Kearstin: so what should we do?
- d. Alon: is there a problem? If so, what would board's role be in
  - i. Maybe here we just recognize the risk, and keep an eye to see if we should do anything
- e. Jordan: can we let collective know what we think? Le step up for projects on your own is fine
- f. Alon: maybe we don't need staff meetings?
- g. K: staff meetings are valuable
- h. Jesse: two thoughts: only have meetings when enough proposals, and/or set use polls on listserve
- i. Jordan:
  - i. Worknights can create a "culture of empowerment"
- j. Alon:
  - i. Worknight – staff meeting alternating is good
- k. Kearstin:
  - i. Maybe let collective know we bd doesn't think quorum is useful?
- l. Alon:
  - i. Maybe quorum for some issues makes sense but not others?
- m. Angel:
  - i. No need for bd to step in at right now, but some value in having a small group like board discuss the issue; same way small groups at worknights and staff meetings can be useful
- n. SUMMARY (Alon)
  - i. Bd has a role in ensuring that collective has a healthy decisionmaking process; it's something we can help with if we need to
  - ii. Small risk detected, but we don't think it's a big problem; quorum doesn't seem to be a high priority
  - iii. Next bd meeting, assess if this is a topic of continuing concern

## **6) Sewing Kitchen and New Space (10 minutes)**

- a. Jordan:
  - i. Core group of five people meeting to talk about sewing kitchen
  - ii. Community space, tools to make things with fabrics
  - iii. Classes a couple days a week, basics on to three sessions long
  - iv. Open studio hours, after demonstrating basic skills
  - v. Fees or membership
  - vi. Waivers for members
  - vii. 10 core volunteers, committed to the shop for 1 year
  - viii. Assistant, can use shop whenever
  - ix. \$5K in furnishings
  - x. Supplies same as BK model – they have a list of materials
  - xi. BK to be fiscal sponsor
  - xii. Bk seed grant
  - xiii. Open in fall; set up over the summer
  - xiv. Ask CHC to sponsor for year
- b. Kearstin
  - i. Mark Dwight is a good reference
- c. Alon:
  - i. I like the bk as seed, cool multiplier
  - ii. Some risk
  - iii. Level of support described sounds appropriate
  - iv. Logistical responsibilities – BK is at capacity for all this
- d. Angel;
  - i. Fiscal
- e. ALon:
  - i. Try to get a temp space
- f. Jordan
  - i. Thanks!
  - ii. We'll figure out some more details in a few months with more information and more people and a specific request
- g. Alon
  - i. Role of the collective?
  - ii. Help us determine when to invest money into the sewing kitchen
- h. Amar
  - i. Let's put thought of relationship
  - ii. Kearstin and Amar – will work on a list of criteria for the kind for CR – alignment with BK
- 7) Board succession planning
  - a. Kearstin and Jesse – terms over next quarter
    - i. Jesse – people outside the BK?
      - 1. Amar – I support people from the Bk
      - 2. Alon – if they have organizational capacity
      - 3. Angel – I'm interested in getting people from BK
    - ii. An account skill would be important
    - iii. Rainbow on an organizational side
  - b. Target end July/Early August

- c. Kearstin – finding old materials
- d. Recruit people
- e. 2 yrs term