

DoES Director's Agenda & Minutes
(Minutes recorded inline)

July 2017

Present: John McKerrell, Steve Sparrow, Adrian McEwen

Apologies: Andy Goodwin, Sean Gleeson

1. What's going well

The DoES Makefest presence was great. Jackie did a great job with the DoES stand. Some good movement around the move, things are happening, and look very promising.

2. What's of concern

Still very quiet, no substantial signs of getting busier. Discussed this for a while, leading into decisions below.

Change at Gostins

While we've been expecting it, it's public and so the question of timing comes more into focus. We need to communicate well with our community and partners.

(Solicitor's letter going from tenants requesting 6 months notice.)

3. What do we need to pay attention to

Designing of options for changes of space / promotions.

Designing the space - Ross and Jen have both offered support, we're keen for them to work together, with anyone else interested. A range of views / skills is useful. We'll check with others. We discussed requirements, including different spaces for breakout and permie deskers, lockable options, and options for other semi-temporary segregation. Also breakdown of the workshop into different areas.

Promotional stuff - we discussed options. We've agreed for Andy to lead on this, and will talk with him about designers. We're not looking for redesign or rebranding at this stage.

4. Financial Update

June was in surplus.

John is developing some easier reports of usage, which will be helpful.

Discussed usage. One set of back-payments owed are expecting to be paid back shortly. We noted another bill query to follow-up. Increasing usage is a key focus.

Calculations for models. We'll break down the last few months and come up with numbers to make some simple predictions.

5. Evening/weekend workshop access

People are currently using the space outside of the system we have. Worth paying attention to, *before* this is dealt with in new arrangements. All in favour of being able to do this. We may, if it gets busier need to look at booking for evening and weekends, but only if it becomes necessary.

There are risks in increasing numbers of people using the systems out of hours. Need to tighten-up on inductions, what people can/can't do, safety training for gear and reporting. Talk to Patrick re laser inductions and ask Sean on his return to look at the rest.

Need to consider to what extent people watch the laser or work at the desks. People should be within sight of the cutting surface. Will need to consider this in the new workshop design.

Also need to manage expectations for support when using gear in evenings.

6. Move

First floor space is now our first choice. Looked at plans and discussed space arrangements. We'd like to be able to break up the main space, potentially into different rooms, or partial length partitions to offer different working spaces.

We're keen to build on conversations about people hiring space by area, and will pursue the current contacts. Individual spaces within the building for companies etc have always been a part of DoES. We'll also explore others in Gostins who might fit, noting the other current recruitment going on.

Being able to rent some additional spaces in this way can give us a greater deal of confidence for the move and cost increase. Steve to push in the next two weeks.

Also to talk to GS (Desks in their own room). Any advice in this area? And Phil, the accountant.

We discussed the financial situation at some length. We agreed to sign the head of terms. Talk again before the contract is signed.

We discussed that 'move team' emails now seem to be going to Adrian and Andy and maybe others too, which is unnecessary. We'll look and limit this back to the group as before.

7. Actions from the previous meeting



8. AOB

- VAT - Vat is payable on the rent. How should we be planning to deal with this? What are the financial outcomes?
 - i. Option one, Vat on rent and but not vat registered, absorbed for clients (based on same prices as in models).
 - ii. Option two Vat on rent and vat registered and added for client (Based on adding to prices as in models)

- iii. Option three, Vat on rent and vat registered. Charge Vat on top of std price to Vat reg. Business only, absorbed on others. Only businesses get a VAT receipt. Personal rate / business rate. But - we think flat rate people wouldn't get the benefit. (John to check).
Bottom line, if we're struggling to afford rent without vat, we can't afford with vat without changes.
- o Suggested Pricing models. Narrowing down to put 2 or 3 to the community.
 - i. We'll be looking at estimated income calculations for each area, at the same time as we put out a very brief summary of opts 2,4,5 to members of the community, together with some notes about price rises and why. We'll use a survey to gather opinion. Member feedback will feed in very heavily, but it's also a financial calculation. All of these will initially include prices rises, and we'll also have that conversation with people. Steve to act on.
 - ii. Directors - Skills audit and new director planning. Discussed what skills, experience and involvement we need following this. Steve to write up requirements in a short appropriate form, with a short note on the role of a director. We agreed a process to follow.
- o Cake day. Zero all cake days when we move, to give everyone a new op to try for free. Agreed.