

## DoES Directors' Agenda & Minutes

(Minutes recorded inline)

17th January 2023

Present: John, Jackie, Adrian, Caroline

Apologies: Laura

Chair: Caroline

Secretary: John

### 1. What's going well

- Maker Night and Maker Days, and the Repair Café have been busy
- Fibre Arts Room is getting plenty of use
  - Matt has asked about using the room for events due to the TV but we can put a TV in the newest Dinky
- Events room is getting more (paid) use
- We got a new smaller vacuum former which works well for smaller pieces

### 2. What's of concern

- The Android phone we use for taking Zettle payments has been problematic recently, always seems to have a flat battery just when we need it.
  - [ACTION] Adrian to create an issue about replacing the phone <https://github.com/DoESLiverpool/somebody-should/issues/1756>

### 3. What *ongoing issues* do we need to pay attention to

- Rising electricity costs, to keep an eye on how costs are changing
  - Jason has engaged someone (not a broker) to advise and get prices. It looks likely that our price will go up 2.5x, we have about a month left on the contract so the hope is that it might go down slightly if we wait until the last minute.
- We're not tracking visits well, the admin software Optimism should help but it needs more people working on it to make more progress.

### 4. Financial Update

- <https://github.com/DoESLiverpool/somebody-should/wiki/Financials202211>
- <https://github.com/DoESLiverpool/somebody-should/wiki/Financials202212>
- November: Good spread of income, no major outgoings
- December: Invoiced for a three month regular use of the event room, other income spread well. Spent money on various materials this month and also our annual insurance. Also some income and outgoings linked to Christmas Party.
- Finances looking good generally, making enough profit to cover increase in electricity.

### 5. Promotion

- Announced new Boost members for January 2023
- Held a Christmas party
- A few people have been for tours recently or are planning to.

## 6. Health and Safety

- Networking cupboard got PAT tested over the Christmas period. There's only the laser cutter and one person's desk that are specific outstanding areas. We've finished one roll of PAT testing stickers!
  - 457 items tested
- Mitre and Bandsaws
  - Cambridge Makespace has both bandsaw and mitre saw requiring an induction
  - Nottinghack don't require an induction for their bandsaws (nor for their table saw, although they also say "The table saw is arguably the most dangerous power tool in the workshop")
  - HacMan require an induction for their wood workshop, which covers both bandsaws and mitre saws. The induction can be done in person or (it seems) via a Moodle online course
  - Vicki might want to remove her mitre saw anyway
  - <https://github.com/DoESLiverpool/somebody-should/issues/243>
  - [ACTION] John to create a GitHub issue for documenting an induction process for woodwork equipment (possibly by creating a brief version)

## 7. Diversity

- John has started a wiki page  
<https://github.com/DoESLiverpool/somebody-should/wiki/Diversity-Working-Group>
- No progress this month.

## 8. Expansion or moving

- [ACTION] John to get back to Jason with some figures for a new lease.

## 9. Any Confidential Items

## 10. Actions from the previous meeting

- While in a pandemic most of these actions are delayed, we are checking through and picking the ones we can progress (but not worrying about increasing the "carried over" on ones we can't) 🙄
- [ACTION] Adrian to get some Health and Safety signs made with Zarino (carried over 2 months) 🙄
- [ACTION] Jackie to continue to progress getting the Wall of Heroes done. 🙄
- [ACTION] John to tell the community that they can have extra boxes (and that we'll be charging for any extra boxes they've already got, from 1st April ~~March~~) (carried over 2 months) 🙄
- [ACTION] Adrian to get a cost-of-DoES poster up in the events space
  - <https://github.com/DoESLiverpool/somebody-should/issues/24> (carried over 2 month) 🙄
  - Snoof is looking into this and Adrian has identified a clip frame to put it in once it has been produced

- [ACTION] - Credit unions - John to answer questions on guarantees, insurance cover, any differences between personal and business accounts. Also to ask Patrick Hurley and Beano, (maybe the community in general). Then to propose a figure to save.
- [ACTION] John to have a discussion with Chris Huffee around diversity and how to glean information from any data we obtain.
- ~~[ACTION] John to publish blog post on how Boost Membership has been going~~
  - John wrote a blog post
- [ACTION] John to setup a reminder email for six-monthly hack-the-space events (and tell Jackie so she can set up ones for the Boost tasks) (and FutureGazing)
- [ACTION] We should give a mug to each of the Boost Members so they can fill in what their epic doing is
- [ACTION] John to arrange a working group to address increasing diversity
- [ACTION] (by Feb 23) we'll need to update the Electric Certificate (see email from Jason on 13/9/2022)
- [ACTION] Adrian to encourage the community to put on workshops and explain how, after updating <https://github.com/DoESLiverpool/somebody-should/wiki/OrganisingEventsAtDoES>
- [ACTION] Jackie to check with Vicki if it's okay to use the mitre saw, who's loaned it
  - Jackie has spoken to Vicki who is talking about swapping to a smaller one but this is still unresolved
- [ACTION] Jackie to ensure the mitre saw has a wiki page - pending more information from the previous action
- ~~[ACTION] Adrian to check the classification of orange equipment and report back~~
  - Adrian has reported back, we know we need a process for induction
- [ACTION] John to arrange the first meeting of the Move Committee
- ~~[ACTION] Jackie to ensure we announce the party to the community (and wider)~~
  - We had a great party, thank you to Kirsty for her efforts!

#### 11. Work out agenda items for next month from concerns raised above

- Add Community engagement, keep the rest

#### 12. AOB

- DoES Wirral
  - A few people are interested in such a thing, next time we hear of this we should put them in touch with Sanna.
- Furniture
  - New desks are coming, will need lots of people to move them into the space.
  - Getting rid of the old desks might be tricky, new Bulky Bobs will charge to take stuff away
- Democracy / communication / community meetings

- Discuss more next month
- Twitter/Weeknotes
  - Weeknotes is quite light at the moment but should we really be suggesting that people post to twitter more?
- Mastodon
  - [ACTION] John to add an issue to the weeknotes repo for Mastodon
  - [ACTION] John to setup an account for DoES Liverpool on does.social
  - [ACTION] John to publicise it a little bit to see who wants an invite