

DoES Directors' Agenda & Minutes

(Minutes recorded inline)

19th May 2020

Present: John, Jackie, Laura, Caroline, Adrian

Apologies:

1. What's going well
 - 20,000+ visors!
 - Pandemic might be easing, so demand for visors is dropping
2. What's of concern
 - Finances, see below
3. What *ongoing issues* do we need to pay attention to
 - Rates (see below)
 - Community meeting
 - We're going to arrange an online one to continue to discuss things with the community
 - Previously: New equipment and storage - kiln hasn't arrived yet. Server cabinet and lockers still need a home.
 - [ACTION] Jackie to confirm with Alex what's happening with the kiln
4. Financial Update
 - <https://github.com/DoESLiverpool/somebody-should/wiki/Financials202004>
 - We billed about half of March and had a lot outstanding although that has now come down a little. Visor money has shown a huge bump in our grant income but that's expected to all go out. We also had to buy a new laser tube along with other equipment to support the visor project.
 - We expect to get 80% of the salary returned from Seán's furloughing.
 - [ACTION] John to update Google Group, try to work out what our profit/loss was if we take out the visor project to give a good number to summarise. Also mention the community meeting.
5. Business Rates
 - Restructuring the company
 - Agreeing that while we're getting further reasons not to be limited by shares now isn't a good time to reboot the company.
 - Contesting rates
 - [ACTION] - John to coordinate contesting the rates, more here <https://github.com/DoESLiverpool/somebody-should/issues/1251>

6. COVID-19

- Moving server cabinet and lockers
- How to open up
 - Distancing, flow paths. Not sitting opposite.
 - We believe at the banks of 6 desks we can use alternating sides.
 - Kitchen - 1 person at a time
 - Cleaning between usages - tools and surfaces, desks.
- [ACTION] Jackie and Adrian to block off some of the desks physically, block out Sophia so that it can't be booked. Announce the plans and how to book the laser cutters. Mention that with winding down the visor production.

7. Promotion

- Good promo resulting from the visor project, thanks to Hannah Forbes for coordinating that.
- Have agreed to contribute to a project to document maker communities' response to the pandemic, in our case the visor project.

8. Health and Safety

- (In for tracking purposes, but not for great discussion each month)
- Pertinent stuff covered in COVID-19 item.
- We now have some eye wash!

9. Any Confidential Items

10. Actions from the previous meeting

- While on lockdown 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] - John to get a quote for improved lights in the events room and Room 29 (carried over 9 months)
- [ACTION] Adrian to get some Health and Safety signs made with Zarino (carried over 2 month)
- [ACTION] Jackie to continue to progress getting the Wall of Heroes done.
 - Jackie has progressed this, we've chased up people for their quotes.
- [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] Jackie to post to the Google Group reminding people about leaving laser-cutter waste material behind, and forward that to specific offenders (in case they're not on the Google Group) (carried over 3 months)
- [ACTION] Adrian to write a follow-up post to the Google Group to continue some of the discussion from the future-gazing (carried over 7 months)

- [ACTION] All to review the blog post over the coming few days (Carried over 1 month)
 - <https://docs.google.com/document/d/1-ndrn5sGDfELeCkE5FV7x9HK9UKdhFQbK--xAaxljAs/edit>
- [ACTION] Adrian to get a cost-of-DoES poster up in the events space
 - Zarino is having another look at it, and discussing ways of designing it
 - <https://github.com/DoESLiverpool/somebody-should/issues/24> (carried over 2 month)
- [ACTION] John to decide on who to use to contest rateable value and instruct them
 - Continuing to wait until we've contested it ourselves
- [ACTION] John to do revaluation relief application (carried over 1 month)
 - Also not proceeding with this until we hear back about the discretionary relief
- [ACTION] Jackie to send an email to the Google Group to remind people about staying with the laser-cutter and update the github issue (<https://github.com/DoESLiverpool/somebody-should/issues/902>) about posters in the laser-room to add that (carried over 2 months)
- [ACTION] Laura to research potential women-focused networking and business organisations we could reach out to
 - Have done that, but didn't find anything much. Going to look into it some more
- [ACTION] Jackie to respond to podcast query (carried over 3 months)
- [ACTION] All to try to chip in on <https://github.com/DoESLiverpool/somebody-should/issues/1283> (carried over 3 months)
- [ACTION] John to summarise what was found about loans, and put it somewhere safe. (carried over 2 month)
- [ACTION] Adrian to ask Bill the accountant if he has any advice (carried over 3 months)
- [ACTION] Arrange a hack-the-space day (carried over 1 month - or until the space reopens fully)
- [ACTION] John to check what is sales and what is grant income when related to VAT

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

- Essentially same main agenda items next month

12. AOB