

DoES Directors' Agenda & Minutes

(Minutes recorded inline)

17 October 2023

Present: John, Adrian, Jackie, Caroline, Laura

Apologies:

Chair: Jackie

Secretary: Caroline

1. What's going well
 - We have moved into a space downstairs which means we now have an accessible space whilst the lift works are going on
 - The electrician has completed some of the outstanding work. A number of sockets have been fixed, along with the light switch and the extractor in the less-accessible toilet
2. What's of concern
 - Part of the HVAC in the main room isn't working, Jason has been investigating this
 - Maker night has been quieter over the last couple of weeks
 - The wifi in the temporary downstairs space is not very good
3. What *ongoing issues* do we need to pay attention to
 - We're not tracking visits well, the admin software Optimism should help but it needs more people working on it to make more progress.
 - Possible contention in use of Fibre Arts room / other rooms also busy
 - The temporary downstairs space is available for people to use to make calls, but this can be noisy if the laser cutter is going
4. Financial Update
 - <https://github.com/DoESLiverpool/somebody-should/wiki/Financials202309>
 - Summary
5. Health and Safety
 - There was a fire in Gerald today. Some damage has been caused, repairs and checks will need to be carried out before Gerald can be used again.
 - [ACTION] John to check the fire extinguisher in the laser room to see if it needs replacing
 - There are a number of new electrical items in room 29 which will need testing
 - We have been notified by Jason that the render on the external wall above the fire escape is loose and is at risk of falling. Jason is looking at solutions
6. Promotion
 - Some additional filming will be carried out to supplement the promotional video, potentially on 9th November
 - Adrian is due to give a 10 minute talk at Damien John Kelly House on Friday and will cover what we do at DoES

7. Diversity

- No update

8. Lift

- The current completion date is 25th November. Work is ongoing and the work to the foundations has been completed

9. Expansion or moving

- No update

10. Any Confidential Items

11. Actions from the previous meeting

- [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) —£6 for a standard box —£10 for a bigger box—~~
- ~~DISCUSS OCTOBER~~
 - [ACTION] John to ask Sean to check through the boxes and see how many there are being used by people who are not paying, and then contact people to ask them to come and empty their box
- [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)
- [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 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] John to investigate analysing census data
- [ACTION] Laura to re-word the section of the website that gives information on the space being child friendly.
- [ACTION] Laura to make a Google form survey to send out to previous Boost memberships.
- [ACTION] Adrian to arrange a Future Gazing session
- [ACTION] John to document the safety walkthrough process
- [ACTION] John to talk to Chris Huffee about diversity and the best wording to use for a focussed boost membership

- [ACTION] John will feed the increased usage of meeting rooms back to the move committee
- [ACTION] All to consider what we can do about Optimism in October
- [ACTION] Jackie to put a sign in the laser room informing people to ensure that both lasers need to be closed for the extraction to work efficiently
- [ACTION] Adrian to arrange for an electronic version of the wiring diagram of the door system to be created
- [ACTION] Adrian to update Jason about the fire alarm opening the doors if they've failed closed
- ~~○ [ACTION] John to suggest to Sean to email organiser talk rather than John, Jackie and Adrian~~
- [ACTION] Adrian to email organiser talk to ask them how we can help them get up to speed
- [ACTION] John will do a bootcamp and make templates for emails
- ~~○ [ACTION] John to email October Boost winners.~~
- [ACTION] Jackie to investigate adding Fibre Arts room to current booking system (ask John for details)

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

- Annual accounts
- Optimism
- Christmas Party

13. AOB

- Desks
 - Due to arrive on Monday around 5pm to replace some of the existing desks in room 29. Something needs to be done with the existing desks
- Xmas Party
 - Will be on Saturday 16th December