



April 3 2019 Flight Group Notes

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Under your name, please enter your topic for the week!

Brad -

- Does anyone have any suggestions for an AppleTV equivalent for screen sharing to a projector for windows devices? For our projector in our event space, we are forced to use a screen sharing device for windows pcs as our HDMI -> Mini Display adapters are not reliable (Due to the fact that we had to run a series of hdmi extenders to accommodate for the size of our event space)
- Do other spaces include conference room hours in their office or coworking membership plans?
 - Brad does no more coworking conference room hours - just for private offices

Yes - most either do something like 4 for coworking, 8 for dd; 10 for offices. OR do

- (ORND) How are space are managing non-member bookings (events and conf room)? only in ORND or with additional tools?

Adding them in as drop-ins through Office RND?

<https://store.google.com/us/product/chromecast?hl=en-US> (TY!!!!)

Dan/Chelle:

I think we discussed this already but need to know what everyone is using again for their coffee (brewing and serving) and what type of treats or snacks does everyone serve their members.

Coffee Makers

Jura - Giga W3 Professional - superautomatic espresso machine

Home version: <https://us.jura.com/en/homeproducts/machines>

Standard Coffee - (Jamie Ihms uses)

<http://www.bluetigercoffee.com/>

Blue Tiger also does snacks

Descaler:

https://www.amazon.com/Descaler-Pack-Uses-Bottle-Universal/dp/B01M7WZFAS/ref=sr_1_1_sspa?keywords=commercial+coffee+descaler&qid=1551908347&s=gateway&sr=8-1-spons&psc=1

Bunn - Coffee Maker and air pots

Snacks: <https://www.stockwell.ai/>

- Also, if you sell snacks to your members, did you have to obtain a res-ell license?
- Any thoughts about members paying for snacks by “the honor system”?

- Yes:

https://www.jstor.org/stable/30034660?seq=1#page_scan_tab_contents

Spec suite - 1000 square feet - \$4k - \$5k - month to month.

Classroom space when not rented - week by week.

Felicia - EVENTS - running events in your space, what software do you use to register people, what about for producing calendar, costs, how do you hand

le liquor in your space, systems for getting presenters on boarded.

Crowdfunding

<https://ifundwomen.com/projects/hayvn-coworking-community>

3 office rented, 8 or 9

Ribbon-cutting May 14th with the Chamber

Grand opening May 22nd

Workflow of hosting an event:

- Eventbrite, Facebook - Make sure you capture email addresses
- Eventbrite and Facebook are “search engines” for event.
- Post to website for site visitors to see - you can use landing lion for custom landing page - <https://www.landinglion.com/> - [leadpages.net](https://www.leadpages.net)

- From presenter - bio, headshot, their social media accounts to tag, logo
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Ideas:

- Ipad at check-in with a Google form that is [connected via zapier](#) to your email service provider (i.e., Mailchimp or Active Campaign). Have guest enter name, email and then add them to an automation series that shares (or use Envoy)
- Send lead to CRM and/or mail
- Send automation series to “sell” them”
 - Your video
 - Highlights a member
 - Offers a free day pass

Liquor:

- Depends on local rules - you may need to require a bartender for groups of a certain size
- In CA, we are not supposed to serve alcohol even at member happy hours - they are supposed to bring their own and share
- The law (at least in California) is unclear on the policy of serving alcohol to non-employees. [See article on WeWork removing beer in California.](#)
- Serving alcohol at events: [Article here](#) - liquor license/bartender, event insurance all required to serve at events. Most coworking spaces likely ignore these rules.
- Do drink tickets (2) to keep liability down.

Hannah - If you have security cameras in your space, where are they? Where are they most/least useful? how do they affect the vibe? We have a proposal to install Nest cameras at each of our entrances and in a locked storage room. I've also heard of some people having them in the kitchen or near the snack bar if they sell food on the honor system.

- You'll want security cameras that cover each entrance so that you'd have footage in the case of a break-in. We have ours scheduled to only be on after hours - we didn't hard-wire ours so they eat bandwidth during the day - but also to avoid the “big brother” issue.
- I continue to threaten to put one in the kitchen - weird things happen in the kitchen all the time and I have a feeling a video camera would be a deterrent. Again, I would only have it on after hours because I don't know that members would embrace the feeling of constant surveillance.
- We happen to have one near the honor system snack rack, [but I'm less worried about theft](#) than kitchen shenanigans

- o People leaving dishes in the sink
- o People putting dishes in the dishwasher caked in food
- o Airpots broken over the weekend
- o Sodastream bottles gone missing over the weekend
- o Debi's French Vanilla creamer being used by a member
- o Etc.

Hannah - include podcast/photo studio as a meeting room?

Jamie - She's targeting creatives - treating it as part of a meeting room - coworking get 5, offices get 10 - includes day office, recording studio, anything...

- After the basic hours, the rooms are different rates
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Jamie Ihms

Hosting a pre-launch booking party next Friday. I'm putting a FB event page up and am promoting that (with the help of my social media marketing guy). Any other tips to promote this or to make it an efficient way to sign people up on the spot (I'm using Office RnD)? I plan to give tours as people come in, to hire a helper to entertain kids in the family center while parents look around, but am not planning on getting food/drinks, etc. until the grand opening party. P.S. we're still in heavy construction, but have walls now!

- Construction done May 16th
- Take a deposit for anyone that signs up
- Dan and Chelle will come up
- Founding members piece to hand-out with deadline and pricing. Follow-up with an email
- Print renderings if possible
- Some hard-hats (Party City) - get logo stickers
- Goal - get people excited, start word of mouth - get them on emails
- Expectations - gather leads - start getting people into the timeline, get the community excited
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Juan

Matt - Our office is has the "modern industrial" design (old historic building meets modern, tech heavy coworking space). While we have modern office finish throughout interior, The perimeter wall is dirty (maybe ugly is a better word for some spots due rusty stains). I will screen share some of the pictures for the group. Some

folks I tour like it, others don't. I wonder if I'm making a mistake by not trying to paint this wall. We also don't have carpet and LVT in, yet - so it may just seem more unfinished due to that. If I paint it, I give up some character, but I clean up the office.

We love the walls!

Roger

Sonny/Rob