MAGFest BOD 1/22/2017 minutes

Meeting open 6:17PM

1) Meeting attendance:
   a) Dom, Paul, Tresch, Eli, Nick, no guests (multiple people invited but unable to attend)
   b) Quorum is established
2) Dealing with minutes from last meeting
   a) Approved
   b) **Not yet published, will do that first break**
3) Kung Pao Chicken is delicious
4) Scheduling next meeting
   a) Not going to be able to get through all this
   b) Sunday 29th 5PM
5) BOD Meeting guest
   a) Rob Scullin invited but couldn't make it
   b) Mark Murnane invited but couldn't make it
6) Conflict of interest
   a) Conflict of interest involving Dom and BROS (he is now on the BOD for BROS) means that in cases where BROS is involved, Dom will abstain from voting.
7) Financials
   a) In order to make hiring decisions, we need an overview of current financial situation. Precise numbers won't be available until Feb or March, but need general estimations now
   b) In the meantime, method of estimation is cash based. Num dollars in bank minus CCs and minus everything we know we need to pay + everything we know we'll be receiving
   c) $860,000 cash on hand after paying CCs
   d) Expecting additional 100k after hotel commissions
      i) Mostly gaylord, some from other satellite hotels
   e) Outstanding bills
      i) Gaylord master ~125k
      ii) AV contractors ~80k
      iii) General emergency buffer ~50k
      iv) Normal Burn from now till fiscal year end ~66k
      v) Charitable donations ~30k
   f) Estimated cash on hand after outstanding bills ~610k
      i) This means total profit for the year ~100k (conservative estimate)
   g) Estimated gross income from super ~1.3million
   h) Some thoughts on growth
      i) Biggest bottleneck currently probably hotel and parking
         (1) Two new hotels being built in national harbor

(a) One being built on the south-point lot
        ii)   Though we had about the same attendance, the convention space didn't
               seem overcrowded, so we have room to grow
                    (1) New ballroom being built
        iii)   No blockbuster guests this year
                    (1) Enough variables to show plausibly that blockbuster guests
                        generally don't affect our attendance
   i) Have approximately conservatively enough room to hire one person without
      digging into buffer at all
        i)   Digging into buffer not a bad thing, just requires considerations
        ii)   Maglabs and magwest both focusing on breaking even
   j) Had some places last year that were big one-off growth expenses, definitely
      places to tighten budget for next year
        i)   Particularly considering that super has a max of about 25% additional
               growth
   k) Note on hiring:
        i)   Two things on the table, project manager and programmer
        ii)   Might have to dig into buffer slightly depending on how financials turn out,
               but probably well worth it
        iii)   Most likely, between final numbers and reduction in spending and general
               smart budgeting, we will be in the black even after hiring two people
   l) Approval of 2014 tax return
        i)   Deferred until we can double-check with our adviser
8) Meeting setups and such!
   a) New office is good for meetings
   b) Thought was to have some regular monthly open house kinda things
   c) After culture discussions post paul hire announcement, generally decided to
      regroup later in January to get back into these discussions
        i)   Initially talked about Jan 28th
        ii)   Then thought about 28th rescheduling because some can't make it,
               received push-back on that
        iii)   Going to keep the 28th meeting, and maybe schedule a second meeting
   d) Scribbles has mentioned interest in organizing "inreach" meetings
        i)   Might be handy for us to have the organizational load of these meetings
               handled
   e) Fireside chats
        i)   We do them!
        ii)   Probably better if we have more people than just Dom
   f) New Office stuff!
        i)   Generally office is open for volunteers to come hang out and do work
        ii)   Need to maybe actively go out to people and encourage them to come to
               the office and talk to us anytime
                    (1) Not just physically but also phone, online, etc

g) Localized volunteer meetings/social hangout stuff
  i) We can help people get together, even if they're not in Baltimore. We could buy food for people to host meetings for other mag volunteers in their area to get together and hang out and talk mag stuff
h) CodeCon
  i) MAGFest scheduling and paying for an engineering meeting for magfest software engineer people (which is turning into a sizeable team of people)
  ii) Maybe just go at spring MAGCon?
  iii) Might be value in getting everyone together sooner to talk about scope of work for new programmer
    (1) Might be overthinking it!

9) Executive session
  a) Start - 7:29PM
  b) End 10:01

10) Hiring thoughts
  a) Programmer position
    i) Is remote work okay?
      (1) Local work definitely preferred, but not strict requirement
    ii) Are we ready to hire for this?
      (1) Financially yes
      (2) Position is needed immediately
    iii) Process for hiring?
      (1) Post asap
      (2) Post online through our social networks
      (3) Technical interview
    iv) What happens if no winners in initial round of screenings?
    v) Salary
      (1) 70k
    vi) Benefits
      (1) Health, dental, vision
      (2) Flexibility
    vii) Things to look for
      (1) How handle vague/unspecific requirements
        (a) Namely, ability to work with stakeholders in asking the questions needed to put things together without strict designs
    viii) Is okay to hire this person before project manager?
      (1) Yes, definitely work queued up to be done now without needed project management to prioritize stuff
  b) Project manager
    i) Ready to post?
      (1) Yup
    ii) Differences?

(1) Salary: base + same benefits
                        (2) Location: definitely in office
            iii)   Things want?
                        (1) Someone with lot of experience with agile stuff and willing and
                            happy to push on internal processes
                        (2) Communication and teambuilding skills super important in how fits
                            with team, even more so than pure software development skills
            iv)   Order of hiring?
                        (1) Programmer really needed ASAP to get spool up
                        (2) Project management need time to find better find right fit
                        (3) Dom not having to worry about programming means he can pick
                            up more project management interim
   11) Action item: Dom get job descriptions on page (talk to Vicki)
   12) Action Item: Eli finalize job description for programmer

Adjourned 11:00PM