

BRIDGEWIRE OFFICERS' MEETING MINUTES FOR JANUARY 2019

Presented in Chronological order

Bridgewire, Inc.

1055 Industrial Way, Suite 20

Sparks, NV 89431

BRIDGEWIRE OFFICERS' MEETING MINUTES FOR 2019

Meeting on the 8th of January 2019 at 7 p.m.

Officers present:

- Eric
- John T.
- Lance
- Tanya

1. Financial Report: Eric

Ralph and Ryan were not present, so Eric provided the financial report. Eric announced that:

- Thanks to the diligent efforts of Stephanie, the expenses and accounts have now been entered into QuickBooks. Stephanie, who was present, was warmly thanked.
- We're coming up with a process for getting the money from the fee boxes into the bank.
- There will new emphasis on a fund separate from the vending machines, to buy non-perishable food purchased for when someone is working and doesn't want to leave yet is hungry. The money raised will fund janitorial services every other week because no member seems keen to do such work.

2. Facilities and maintenance manager's report: Eric

Eric explained that he is not yet formally president, since he is still wrapping up his duties as the facilities and maintenance manager, and he doesn't want to formally assume the role of president until he has handed over those responsibilities to a replacement facilities and maintenance manager – which role still remains to be filled.

Eric announced that the dust collection work in the woodshop has been completed.

Eric expressed the need for remodeling the second bathroom. Thanks to the work already done on the first bathroom, the work on the second bathroom is expected to be about half the level of effort expended on the first bathroom. The volunteer can pick the theme and the color; "Calvin & Hobbes" was the theme for the first bathroom.

We discussed that others in the community can use our space for organizational meetings, and how the online calendar would be updated accordingly. An example of a welcome meeting would be: game night, to play bridge, though simply watching movies was acceptable too. Typically an Officer has to pre-approve such use, and the decision rule is mainly based on safety concerns.

We have been nicely successful in signing up new members but as a result we're running out of cabinets and so new members only get half a cabinet each.

3. President-elect report: Eric

Eric explained that, as president, he plans to take flyers around to local businesses and organizations, with the intent of generating support as well as new members. To enable his success, it's important that we have stories to tell: concrete examples of what we do, to illustrate how we add value.

One such story involves the Hug High School robotics students. Bridgewire intends to provide a friendly location after school, after hours (such as from 6 to 9) and on weekends, for students who need a place to work. This does have implications as to insurance but they are picking up additional insurance, and the risks are not particularly high because the students are using relatively safe pieces of equipment.

The flyers used by the previous president were a useful springboard for this type of work, and the general direction taken also reconciles nicely with Lance's efforts.

One of the presidential-level plans for marketing was to put door-hanger flyers in nearby apartment complexes that might have a thousand or do people who need a place like Bridgewire.

We intend to have an Officers' meeting once a month whereas the Board will meet every two weeks.

4. Secretary's report: Tanya

This was Tanya's first meeting as Officer secretary. She saw her role as having multiple facets:

- Traditional functions of the position, such as taking notes
- Business process streamlining

As to the latter, Tanya explained that she'd seen many well-intentioned efforts fail because the solutions were pursued before the problem was understood. By contrast, she likes to start very conservatively, with the early part of her efforts focused on observation of the business processes, and on documenting what she learns.

As an informal observation, she recognized many separate solutions in use at Bridgewire, each well-optimized for the task at hand, yet without any sort of formal integration, and so members' names had to be entered multiple times, and there was the potential for contradicting or confusing data due to informality, mistakes and intentional yet subtle inconsistencies.

She also observed that there was no formal, central, official version of the truth as to the membership, and to create one would be far in the future, downstream of understanding and documenting the underlying requirements, including the business rules.

Tanya presented Bridgewire with her company's standard one-page confidentiality agreement, that explains how Bridgewire information would be managed as part of any process improvement efforts. Eric reviewed the document, and signed it, as did Tanya.

Pete, representing the Board, commented that Tanya's degree in auditing was of specific interest to him, and he hoped that we could apply those skills to perform an audit in the near future.

5. Marketing Officer's report: Lance

Lance expressed enthusiasm for social media marketing, with a major improvement being an emailed newsletter as opposed to a printed newsletter. Lance also announced that there would be a new format for the newsletter, and he also emphasized that more than before, the newsletter content would be sourced based on contributions from the individual members.

There was a discussion as to who receives the newsletter. It's not just sent to active members; it's also sent to many others, a total of more than 230 people, including those who signed up and visited but haven't become members yet. Our hope is that the newsletter might well entice them to join.

Plans to redo the website were also discussed, with Tanya expressing enthusiasm that this work also be requirements-driven. It was agreed that there would be a whiteboard session for that.

6. Education Officer's report: John T.

John mentioned that the Big Brothers and Sisters organization had had some events at Bridgewire.

Several planned events involve creatively using paracord, including a competition for weaving and braiding. There will also be a focus on making bracelets and spiders. The competition fees are \$5 and all that money goes into funding prizes.

John also mentioned progress in working with Great Basin Credit Union, specific to donations.

Some highly valuable donation are non-monetary, and so John is planning to approach Q&D Construction because they often have extra supplies left over from a job, they might be willing to donate some of that to us.

The classes for Arduino and Raspberry Pi were being combined under a new name: embedded systems.

The person who had been scheduled to teach soldering was unexpectedly abroad, and so Mark Pipes volunteered to teach soldering.

John expressed some frustration that there hadn't been an announcement that the Bridgeport wiring had been completed, because had he known, he'd have liked to schedule classes on that device.

John mentioned that Roman Hruska will again be teaching woodshop, typically every Thursday. He's expected to focus on mill and lathe work. The more intense classes are typically two hours long, and these are not offered every week.

Other planned activities include a rubber-band gun competition, foam carving and candle-making.

Bicycle maintenance (as in the Reno bike project) was suggested but Eric pointed out several compelling concerns as to why this was likely not viable.

7. Possible New Officer's role: Mark Pipes

Mark is the candidate for a not-yet- official Officer's position with the plan being to provide customer resource management specific to managing new members – member liaison, essentially -- so that we make a connection with them and draw them in with orientation and training.

Currently, too often, people join, then can't get traction and then leave.

BRIDGEWIRE OFFICERS' MEETING MINUTES FOR FEBRUARY 2019

presented in Chronological order

Bridgewire, Inc.
1055 Industrial Way, Suite 20
Sparks, NV 89431

BRIDGEWIRE OFFICERS' MEETING MINUTES FOR 2019

Meeting on the 23rd of February 2019 at 3 p.m.

Officers present:

- Eric
- John T.
- Lance
- Ralph

Calling in:

- Ryan
- Tanya

Comment by Tanya as to the minutes: The conversation was highly dynamic and interactive, with various members cross-contributing on various topics. For that reason, the section headings are not formally titled, for example, "Financial Officer's Report: Ralph" since it wasn't a simple report delivered as a monologue. That's why a less-formal section heading such as "Finances: Ralph" was chosen, as in: Ralph is focused on finances but that doesn't imply he was the only person speaking on the subject.

1. Finances: Ralph

Before the meeting, Eric had suggested a format for the financial reporting, using a report of another non-profit organization as an example. The report is a classic income statement, and has four columns:

- The description of the line item
- The Year-to-Date Actual
- The Year-to-Date Budget
- The Year-to-Date Variance

The rows consisted of

- Operating Revenue
- Operating Expenses
- Net Operating Revenue or Loss
- Non-Operating Revenue
- Non-Operating Expenses
- Net Non-Operating Revenue or Loss
- Total Net Revenue or Loss

The Revenue and Expense categories had a breakdown consisting of multiple line items.

Tanya asked what decision process would drive the choice of how to break down the items. The answer was that it was based on however the board chose to structure the breakdown of the budget.

Tanya inquired whether or not there would also be a balance sheet in addition to the income statement, and the answer was that for now there won't be, not least since putting dollar amounts to the assets was no simple task.

Ralph didn't as yet have the financial report in this format but he had no concerns with the format. Ralph reported that we have 9863.42 in the bank at the end of January. A breakdown was not available.

As to timing, it was said that on a going-forward basis, the expense report would be useful for submission to the board as a way of requesting budget to be allocated. We also need to refine the assumptions that underlie creation of the budget.

As to the operating revenue portion of the budget, it would be based on an estimate of the membership count. Tanya pointed out that arriving at a good number for that would be useful, and that there were multiple data containers as to the list of members. The most precise list we have is one that Ralph had created and cleaned up, using the door access system data as a starting point. Tanya proposed we move toward having one formally designated list of members, with Ralph's list being the starting point for that. This was accepted as a generally good direction to move towards.

It was said that a high priority is to get the taxes filed for last year, which was needed to enable our progress to attaining formal nonprofit status.

Another priority was to either get the articles of execution signed, or to find the signed copy.

As to the status of our application for nonprofit status: the next step is for the state to respond with, essentially, "explain yourself" as in asking for elaboration, and we then have 30 days in which to respond. According to the person commenting on our progress through the process, that's normal and not cause for concern. Our contact person there is essentially a middleman; not in the decision-making committee.

2. Facilities and maintenance: Eric

Eric mentioned that new manager had still not been appointed, He'd spent \$150 on facilities and maintenance in each of January and February,

We have a new vinyl cutter, 15" size. We also have a new 3D printer. It works well and consistently.

One of these was donated by a current member, the other by a former member. We should thank the relevant individuals in our newsletter.

Other new equipment: a full spectrum laser. It's not a donation but its use is being lent to us for six months in exchange for a six-month membership for the person lending us the equipment. He's also planning to teach classes on the machine during that span of time.

As to retraining of people, Spencer Allen [help! Tanya's notes are inadequate here].

Other progress. Eric repaired a laser, and hung a dust air filter. The belt sander was also made mobile with the addition of wheels and a handle.

Housekeeping has been coming in every other week to vacuum, sweep and taking the trash out. We are happy with that arrangement.

We are working on a door for the kitchen, and we are also planning on a swinging door that can be pushed in either direction and then centers itself like in some industrial kitchens, with our intent being to prevent dust from the wood shop from coming into other areas, which currently occurs if anyone leaves the door open.

The plasma cutter in the metal shop isn't working well and needs attention.

MS Office has been installed on the front computer, to the left, so it's now available for general use.

3. President: Eric

As to the proposed minutes, Eric explained that the January meeting had not been a formal officers' meeting but rather a members' meeting. The first officers' meeting for the year was the one currently being held.

John T. corrected some additional items in the proposed minutes.

Tanya indicated she'd update the minutes accordingly and Eric moved to accept the minutes, subject to these updates.

It was said that the minutes for the officers' meetings should be completed in advance of the board meetings, typically two weeks after the officers' meetings.

Due to a fire emergency in the condominium complex where he and Stephanie reside, Pete has been unavailable these last few weeks. There was no board meeting this month due to the board members being unavailable.

We have a new member, Chris, who joined a few weeks ago.

When we require the board's input on issues, we should present them with a well-prepared set of information so as to enable them to make an informed "yes" or "no" decision, instead of having to next ask for more information.

We anticipate that the board will come up with a strategic plan for 2019, at some point during the next couple of months.

By separating the officers' meetings from the board meetings, we don't inundate the latter with details, and so they can then focus on strategic issues.

We have the opportunity to absorb the NIA (Nevada Inventors' Association) with the domain name of nevadainventors.org. Their president can't get their officers to participate, and he'd like to dissolve the organization, but a formal non-profit organization, a clean way for this to occur is to have it (including its bank account with approximately eight thousand dollars in the bank) absorbed by another formal non-profit organization. At most our obligation would be to rebuild their website, provide posting and keep current on the domain name registration and DNS service. Before we can absorb them, we need to be current as to our own taxes and formal status as a non-profit organization, Fortunately there's no great time pressure as we have between 30 and 60 days in which to take this to the next step.

Tanya mentioned having had the US Patent and Trademark Office in Washington, DC as a client, and having spent time on-site, so her perspective and insights might suggest that BridgeWire might be an unusually good entity for absorbing the NIA.

5. Marketing: Lance

Lance expressed the need for more pictures, as well as more people contributing to the journalistic process. Basically, we need more input so as to produce more output, for both FaceBook and the newsletter.

John relayed some feedback received from other members to the effect that many receive the newsletter yet don't read it, explaining that they find it cumbersome.

Technical alternatives to attaching the newsletter to email as a PDF were discussed, with an interest being expressed in a way to track whether or not someone has actually looked at the newsletter. There was also an interest in having bold headings that a reader can click on to read more, if interested.

It was suggested that it might be cool to include in the newsletter some mention of inspiring things being made even if not at BridgeWire -- though presumably with the scope limited to items that hypothetically could be created at BridgeWire – and we might even have even a competition as to who comes up with the coolest such items.

Instructables and Pinterest were mentioned as example websites, plus the possibility of piggybacking our own context based on a context at, for example, Instructables.

We're also planning to target past members in a membership drive, informing them of how much BridgeWire is nowadays improved. For example, equipment donations used to be categorically welcome, with the result that much junk was offloaded, which we in turn ended up hauling to the dump. Nowadays we're much more selective. Also, at some point in the past, perhaps 80% of the equipment was inoperative at any given point in time, and nowadays we're much better as such.

We don't have a formal plan yet but we intend to come up with one in March, and our intent is to focus on the specific past members whom we would welcome back, while avoiding those whom we'd rather not see again.

Planned improvements to the website were in the works, including a slide show being added, and the new logo, yet the same format. It might be good to mention on the website the competition by the Big Brothers and Sisters organization.

It was suggested that springtime might be a good time to offer an annual event whereby someone will volunteer an entire 8-hour day during which the community in general can show up and get their blades sharpened for \$2 per item, whether knives or lawnmower blades. Although this is a way of making contact with the public, we need direction from the board as to whether or not this is the sort of event we should offer.

Lance requested that he be copied on emails so that he can be more aware of what's going on, so he can get the word out more effectively.

6. Education: John T.

It was said that, fundamental to being granted status as a formal non-profit, the burden of proof is on us to show that we're educating people.

John mentioned that the competition had a low turnout this month, so the competition schedule is being pushed into the future, and we intend to try a different marketing approach.

As to the event last month for the Big Brothers and Sisters organization, there was so much going on that the taking of pictures fell by the wayside.

As a general principle, when there is an event involving non-members, e.g., kids, then our policy is to focus the picture-taking on the kids, not on Bridgewire members. Pictures of the kids, engaged in activity at BridgeWire, are likely to be posted on social media by the kids or their parents, and can be good publicity for youth outreach.

The plan is to focus on Facebook, including as to posting contest rules and pictures.

John reported that the microcontroller class went great.

As to announcing additional classes, we can either focus on FaceBook or a newsletter sent via email. Although the temptation is to allocate our energy half to one and half to the other, the problem with the latter is that if we have frequent announcements, such as more than once a month, we'll essentially be spamming people, so really we should be looking at FaceBook as our preferred way of getting the word out.

The Brothers and Sisters organization have another event planned for the 27th of February, as well as more plans for March.

Roman was asked to do a class on the wood lathe. He asked for an quickstart guide that he could use as an example in making his own guide, so that there would be a consistent format.

Hug High School is paid up through March for their robot building. Their robot is at BridgeWire, covered in plastic, awaiting the time for it to be transported to the competition site, in Sacramento, mid-March.

Two more high-quality members have joined, inspired in part by this competition.

We need to find out if we have enough insurance to cover FRC a.k.a. the First Robotics Competition. We are facing the question of how to deal with minors, since legally they can't consent to our waiver. We are awaiting a strategic plan, as guidance from the board, as such.

We are also looking into a carrier specifically focused on injury, on-site.