

2016-02-23

STATUS: APPROVED

NOTE: *Italics* signifies the status of an action or in the case of agenda items actions associated with the item at the end of the last board meeting.

Present: all

1. Approve minutes for last meeting

BD - Please fix the spelling of "lone"

Approved.

2. New Space - contract &c

Action(s) from previous meeting:

- *Arrange new space*

Email sent to Maria 22-02-2016 will be chased up 24-02-2016 by TK

3. Departmental updates

Purchasing - BD/CH

BD and CH need to coordinate spending, CH requests BC be present as well.

Action(s) from previous meeting:

- *Get Trello to email consumables@hacman.org.uk when things are added to the list && set up buythis@hacman.org.uk as a way of adding things to the Trello list. Not yet done.*

Infrastructure - BC/BD/TK

Floor plan for new space being worked on. Electrical plan for new space being worked on.

Website

Nothing to report.

Membership

3 to 4 new members.

Action(s) from previous meeting:

- *KR to transfer GoCardless refs to membership records. DONE*
- *KR to amend GoCardless login to use the board@email address. DONE*

4. Update on actions from last meeting

Document how things work - all

Slowly splitting that off into department specific things which is making this task easier.

TK has started documenting how to deal with petty cash.

propaganda:

- *TK - Business cards, to be done before MF Newcastle.*
- *Bookmarks - BC to talk to previous designer AFTER move*
- *Fliers / Posters to increase membership*

Try and get a member to take over this responsibility?

Funding

- *Corporate sponsorship - discuss options*
- *Look at funding opportunities - TK*
- *[B&Q in the Community \(Community Reuse\)](#) - CH*

Chem cabinet - all

Get for Space 3.0

Risk assessments - all

To be done next:

- *bench top grinder DONE*

Remaining on the list:

- angle grinder
- chop saw
- table saw
- pillar drills
- scroll saw
- air tools

Bank account (Barclays) - BC/TK

- *last payment for current space will come out of co-op future payments will come from Barclays*
- *talk to members who are paying by standing order and get them to transfer their payments to the new account*
- *purchasing cards for account*
- *transfer PayPal to the new account once it has money going into it KR to action*
- *sort out online access for TK and KJ at minimum*
- *BC setting up Barclays scrape thing that London Hackspace have written to automate standing order payments for membership and dump info into Wave every night*

Code of Conduct - all

- *Bring in CoC - we feel like we're pretty much there with this. We need to re-release it for members comment. Aiming to get it "live" before the next meeting.**
- *add do not mess with people's stuff to the CoC DONE*

Final date 01-03

Lone Worker Policy

- *We need posters in the space that let people know that if they use a tool they can seriously injure themselves with when they are on their own in the space they are breaking the terms of the insurance and hackspaces H&S Policy. NOT YET DONE*

Wiki pages for tools

ACTION:

- *CH to create stub pages for tools that don't have proper pages NOT YET DONE*
- *someone to create a "pages that need work" page on the wiki to guide people to places where we need to improve tool documentation. NOT YET DONE*

General space 3.0 meetings

Craft corner meeting went well. Kit wanted has been added to the [Kit Wanted Wiki Page](#).

Greg and BC went through the metal working kit, there's a couple of things they'd like to get but nothing major, we're pretty well set up for metalworking kit.

Next Space 3 meeting is on Monday 07-03

Any other business

Date of next meeting

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