

Summerside Makerspace – Organizing Committee Meeting

December 23, 2015

Chair/Secretary: Chris Willcock

Present: Chris Willcock, Steve Howard, Aaron Boeker, Derek Campbell

Regrets: n/a

Call to order

The first meeting of the **Summerside Makerspace Organizing Committee** is called to order at 7:05pm

Approval of the agenda

n/a

Organization

MOTION: We register ourselves Provincially as a not-for-profit doing business as Summerside Makerspace. Moved by Chris. Seconded by Derek.

We discussed our options for Federal/Provincial registration. We won't do any business outside of PEI so we can register Provincially. The costs may be higher than the Federal registration. We will try to accomplish this ourselves to avoid costs. Chris will investigate and get back to the group.

Motion passed.

Finance

MOTION: We open a bank account with Consolidated Credit Union, Summerside, when business registration is complete. Moved by Derek. Seconded by Aaron.

We want to choose a local institution and not a big bank. We can start discussions with them now to determine what we need when the time is right to open our account. Chris will contact them to get started.

Motion passed.

MOTION: We setup a PayPal account now for us to begin accepting membership fees from our website. We will also facilitate donations from the website. Moved by Derek. Seconded by Steve.

We have a website already and we have 35+ people signed up to our announcements list. We can learn more about where everyone is at in their support of this project by allowing contributions and prepaid memberships now. This will either make some things easier for us to accomplish with start-up costs, or tell us we need to look for direct sponsors in order to start.

Motion passed.

Membership

MOTION: We create a waiver of liability based on Fredericton Makerspace's document, customized to our needs. Membership is required to use any of the tools and materials at the Makerspace. Moved by Steve. Seconded by Aaron.

We need several policies and documents to cover ourselves and these will be needed when we go to acquire insurance coverage. Fredericton Makerspace publishes several documents that we can use as a starting point for our needs. Chris will review these and start adapting them to bring to a future meeting.

Motion passed.

MOTION: We start accepting membership fees of \$10 per month and encourage prepayment for as many months as the member wants to lock in the low, introductory rate. Paid members will meet regularly to review and adjust rates. Moved by Aaron. Seconded by Derek.

We will have some startup costs in the form of business registration and acquiring insurance coverage so that we can sign a lease and begin using the space at the Venture Centre. We don't know how many members we will have to help afford these start-up costs but we will start now to learn more about what we can do ourselves and what we need to try and raise from sponsors.

Motion passed.

Public Relations

We discussed changes to the website, including:

- links to other Makerspaces, similar to what we are going for
- social media links
- make the website a WordPress website so others can contribute easily
- add a news post linking to the journal article

We reached out to Robert Gallant to ask if he would be willing to put together a logo design of some kind for us (by telephone). He agreed.

We discussed sending an announcement to the list to invite them to follow us on social media.

We agreed to share the login credentials for our social media accounts to everyone on this committee. Derek will send those around.

MOTION: We invite Robert Gallant to join the organizing committee. Moved by Chris. Seconded by Steve.

Motion passed.

Steve contacted Robert (by telephone) and Robert accepted our invitation to join the committee.

Fundraising

We discussed using a crowd-funding site like Kickstarter or Indiegogo to raise the start-up funds we will need. This could work well for us but we may not need it. They charge fees that we can avoid by doing a direct campaign using our own website. We agreed to leave this discussion for another time after we know more about our start-up costs.

Other business

n/a

Adjournment

Moved by Steve. Seconded by Derek. Motion passed. Meeting is adjourned at 8:30pm.