

Manchester Hackspace. Members meeting 8/8/2020.

Start = 15:30pm

End = 17:56pm

chair and minutes = BunnyGirl.

- BOARD updates

covid19 reopening has gone to plan. Hand sanitiser is hard to get in stock but we are able to stay open, work on the new layout has been done according to standards. The building has been reopened and the rental. Credit note issued so no rent for 3 months and part rent for this month. Bank mandate has been agreed and is work in progress (paperwork pending). Skip clear-out will be needed in the future. July, HMRC tax return has been sorted and in as well as a £100 fine has been appealed. Air test is being in place, quotes in and hope to get things done as well as asbestos removal. Fire extinguishers have been put in place ALL thanks to Connor ordering them and getting them in place. Discussions need to be done in the board meetings. An electrical bill has been issued for £1000+, we have meter readings done and are getting the bottom of the problems regarding this.

Keeping up to date with covid, we have had 2 responses to the alerts, more of them due in the coming months probably. Financial reports going well.

Want to make an air monitoring system, Alex would like to help with this. Asbestos is hopefully going to be removed as soon as we get the PPE that we need, but the lockdown is putting a stop on that. We are unable to disconnect the wires, so we cannot fully seal it in.

- Procurement Sub Committee

Fire extinguishers and covid-19 supplies have been in place. Drill bits wanted. Snackspace is empty, planning to re-stock it but someone is required to restock it.

- Infrastructure Sub Committee

we still have issues with asbestos, the door at members storage needs to be repaired. Re-wiring is still being done and emergency lights are still being installed. Lighting is also needed to be improved in certain areas. Wall between electronics and metal needs to be looked into in the near future, regular plasterboard and metal trussing needed (possible fire retardant plasterboard needed). Ceiling paint for the ceiling would like to be looked into and costings taken.

- Electricity Update

done a test for devices and sockets, that has passed. A few sockets that needs to be looked, wiring for the lighting has been sorted and tested. Another final test for weldy-grindy and snackspace. If anything else needs doing, then it is able to be sorted as and when needed. We thought the bill has been sorted but we are needing to sorted with regards to our meter readings to be monitored and billed correctly. Emergency stops needs to still be sorted and woody and we need to put a note in on the table saw electrical connections. The issue is only to be price. Adam is to be consulted on a list of items. Weldy-grindy, we are dropping in a 4 double standard UK sockets and a single phase and 3 phase things for the welders for the welding devices.

- Membership Sub Committee

currently 160 members and we are looking good with numbers going up. We do need to cautions as to the new lockdown and see that we stay within guidelines and keep up with the symptom reports and update that regularly.

- Outreach Sub Committee (Events/Social/Community Outreach)  
Nothing much to update. Covid-19 has made this a boring year. Facebook is going well. The dates of the social calendar is to be on hold till we get to level 2 and then we will be able to get the open evenings in place again at some point. Face masks in the space are mandatory in the space.
- Health & Safety Sub Committee  
hand sanitiser has been put in places well as the 2-meter markings on floor and the risk assessment is in place. Fire alarm system has been updated and tested according to Northern, fire alarm panel running is running well. Asbestos is boxed in for now but looking to get it removed, Adam to update with regards to the PPE for the task. Snackspace is to be restocked but safety measures to still be in place, need to put wipes near the snackspace, tell members to put things in the bin now more than ever. Connor has put new fire extinguishers in place.
- Woodworking Area  
multiple people in the room we will be able to partake in the inductions on the wood lathe as this has been made safe now. Alex will be happy to induct people in this (as long as the masks are safe, they can be used) and as long as trainer and trainee are ok with less than 2m apart are able to be inducted.
- Metalworking Area  
we have weldy-grindy room to be wired up and there has been mentions of holes in the walls for ventilation a few weeks ago. A start to continue the work for the weldy-grindy room. A port and hose for the TIG machine, the other machine seems to be working. The ventilation needs particulate and gas removal, needs to get a ventilation pump for the weldy-grindy room to be put in place. Hole parallel to the laser and pipe placed in parallel to that in order to provide the ventilation for the inside of the space and also outside where the street is, a chimney to be built above the door (the Board and members to look into the H&S of the ventilation). Micheal has brought a new metric lathe and wishes to allow members to use it in and he is wanting to get it put in and start to run training for it when the new wall is up in metal work.
- Visual Arts Area  
nothing to report. This area is running as normal and has what we need.
- Laser Team  
The is operating as usual and has nothing that needs doing on it.
- 3D Print Team  
Micheal says the 2 3D printers are operating as usual. The red 3D printer needs software updates and then will be operational, members are looking into this and we hope to have this in place soon.

- Electronics Team

Nothing to report. This area is running ok and has no issues.

#### Member-submitted items.

1. Ongoing space operation issues.
2. EGM proposed with regards to clarity and The Board will discuss the issues on the forum. Agree the document was not the best written and the points need to be better represented.
3. The Wiki is to go to archive only and other easier things to go onto more accessible platforms (moodle, members system, helpdesk system, telegram, email), access needs to be cleaned up and streamlined as to make is a bit simpler to post messages onto it. Unified login to moodle and members system but hoping to move that onto the new helpdesk system as well. Documentation on infrastructure stored to google drive, members wanting aspects of this to be made more transparent so members can observe them.
4. Alex would like to really simplify the systems and make basic items more accessible and more easy. Knowledge bases need to be in one are that people can reach better. As well as that, information needs to be made easier and have more FAQs. Quick-guides as well to be used for new members on then basic running/rules. A directory with a list of links to make files and other things easy to access independently and to be able to be updated by members. The politics of the knowledge bases needs to be removed with regards to the directories. Training has gone to moodle and trainers need to be made editors of the moodle directories.
5. List of trainers to be made public to members and to simplify the training programmes. As well as the code (minus sensitive information) to be put on github maybe? Then members can edit it and submit pull requests etc. a day where people can come and help with the editing of the information.
6. Posters to maybe put up with info on the space running and the equipment. As well as a few dates a month can discuss what needs to be added to the knowledge bases and get people who are more Tech minded to update them as and when.
7. Improve the online space day to be put in place virtually, then we will be able to update the regular members meeting with regards top the results of this. This date is provisionally for 22<sup>nd</sup> August 2020.

#### Any Other Relevant Business.

- Permissions for people to get into the knowledge bases to be accessible on the Doc the space day so then members can be added to edit items.
- Discussions are ongoing, if people wish to get a response and get things going. So far an EGM is NOT on the cards but we are keeping ears pinned up.
- We also have to change the election and governance policies. The forum is to stay as the main form of contact for that.

- Another members meeting to start on the 1<sup>st</sup> Monday of September and then we will continue form there and this meeting will be virtual for now.
- The minutes for this meeting to be put on the forum and to Github, but can be done if necessary.