

# Agenda

## So Make It AGM

Tuesday 15th April 2014

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# 1 Reaffirm current trustees

- James Brunton
- Bracken Dawson
- Benjie Gillam
- Anton Piatek
- Chris Smith

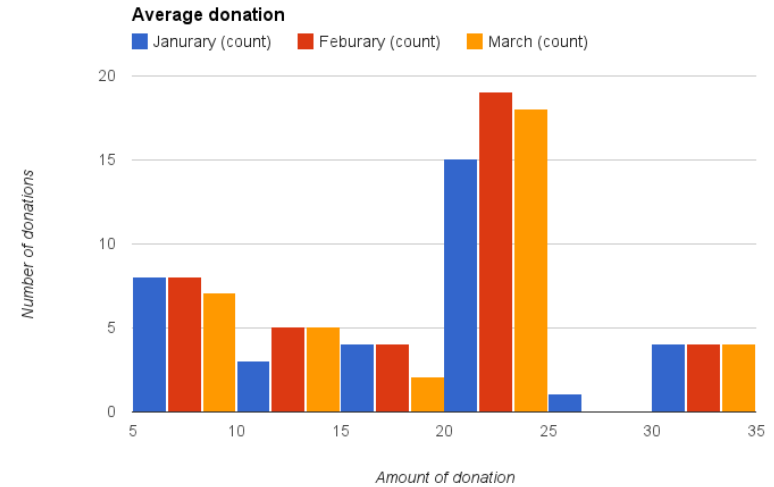
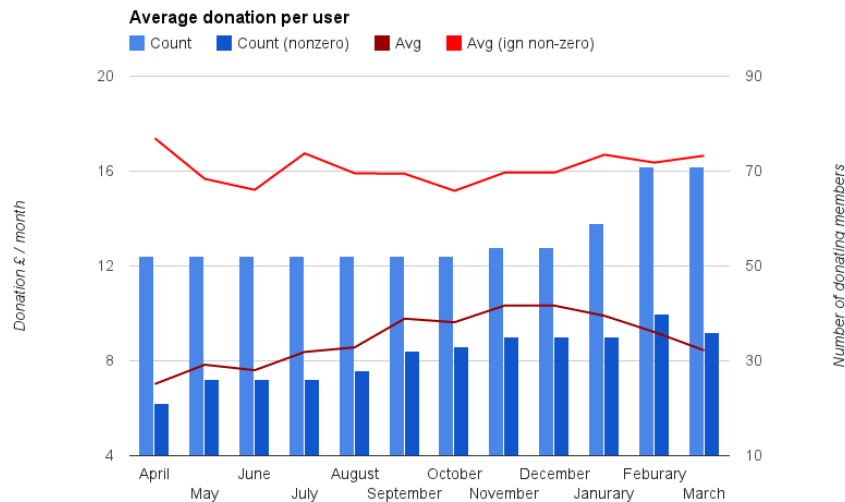
# 2 Approve new trustees

Jem Gillam - Proposed by Anton Piatek, seconded by Chris Smith

# 3 Approve annual accounts

## 3.1 Financial charts

(Anton)



## 3.2 Treasurer's report

(Chris)

This is the financial report for our 2014 AGM. I will touch upon the history of So Make It but further details should be found elsewhere as the focus of this report is on the financial.

I will not go into too much detail for last year as things have significantly changed since our move to the new premises in January. I'd like us to think of our move as an unofficial new start for the group where we have our first real financial commitments, risks and of course benefits from having our own space.

### 3.2.1 Review of Last Year

As most of you know our group had been meeting for years discussing the possibility of Southampton having its own "Hackerspace" but it was not until early 2013 a number of us decided that we had enough interest in the project and that things needed to move forward.

The concept of rebranding as a "Makerspace" called So Make It was thought up and we registered as a company on the 13th March 2013. Our funds consisted of donations we had managed to get together from our previous meetings and prize money from the RHoK 2012 event totalling £367.

In our search for a space we found a local cycle workshop called "rideride" who were kindly willing to let us have a small corner of their workshop rent free. We just had to pay for electricity, insurance and any supplies we needed which came to around £190 per month.

It was made clear to all that while we were at the shared space we should all be paying member subscriptions as this would prove that we were capable of sustaining the funds

necessary to pay for our own space but also would help raise the funds necessary to acquire our own space.

We started with 22 paying members paying an average of £16.60 totalling £365.20 and as time went on our membership increased alongside our to 35 paying members paying an average of £14.53 totalling £508.50. Our expenses remained roughly the same so were banking money.

Additionally from workshops, youtube videos, general donations and other sources we had anywhere from £25 to £100 per month coming in.

Our general meeting in August 2013 and examination of our accounts made us realise it was feasible to consider renting our own space but to mitigate the risks and cover any setup fees we wanted a large buffer to fall back on. We therefore started a crowd sourcing campaign using a US based company Crowdfunder.

Our crowd sourcing campaign ran roughly from early September to October and generated roughly £2,244 in funds and I have budgeted £200 to pay for the rewards required for those who donated. We still have to organise these rewards.

From September 2013 until January 2014 our membership grew further to 38 paying members paying an average of £12.71 totalling £483.03 and after a long space search we found a suitable location and moved in at the beginning of January 2014.

### 3.2.2 Moving Costs

As expected there were lots of costs associated with moving including the £552 required for a security deposit. All the money for essential supplies and things required for safe and smooth running of the building has come to over £300 so far and are still being accounted for as we find more stuff that is required from cleaning supplies to essential health and safety equipment.

It is hoped that if we move we will be able to claim the security deposit back assuming we leave the building in as good as condition as we found it. Much of the equipment we needed to buy is also less we have to buy if we move to another space.

We also however spent over £130 on food for including £105 on pizza for the moving day and snacks/champagne for the grand opening. Everybody worked extremely hard to achieve the move and our opening so this was a well deserved reward for all.

### 3.2.3 Current Status

At this point it must be explained that up to date figures of how we are doing is near impossible due to the nature of our organisation and relaxed attitude of our membership money collection. Most members do not pay on time sometimes paying for months in advance or months in arrear and sometimes not the same amounts.

I typically have a good idea of how much money we took in membership subscriptions after around three months so with January being the month we moved in I have chosen February to best represent where we are at financially at this time.

Our current paying membership count stands at 46 paying members paying an average of £14.23 which works out to be 654.46 in membership takings.

Paying members for sake of consistency are defined as any member who has joined so make it and paid membership whether it be overdue or not. Those still unverified or rejected or who have never paid are not counted which is why we have an actual membership of 67 people.

Our current bank account has £3,359.64 of funds available in the bank as we have £1832 put aside for specific costs including:

- 2014s insurance premium
- Possible refunds we may have to make
- Money donated to us for a specific purpose
- Money put aside to pay for our long overdue crowdfunding rewards

That money is split between two accounts – a current account which is easy to use and a savings account which gives us a small amount of interest. Only myself and Benjie have direct access to the accounts although other trustees can use the current account to buy items if required.

Our current budget (based on February's figures) is as follows:

## February 2014 Budget

Rent	£542.00
Insurance	£27.50
Electricity	£50.00
Contingency	£50.00
Internet	£21.60
Misc (tooling, cleaning supplies etc)	£100.00
Gas	£0.00
Bin collection	£0.00
Business Rates	£0.00
<b>Total Outgoings</b>	<b>£791.10</b>
Membership Subscriptions	£654.46
Donations	£26.50
Other	£0.00
<b>Total Income</b>	<b>£680.96</b>
<b>Totals</b>	<b>-£110.14</b>

- Electricity is estimated to be around £50 a month at this time based on our activities at rideride. We have yet to get a proper bill for our usage at the new space.
- I have put aside £50 as contingency money each month as this is necessary for us to cover any unexpected bills or cover any emergencies.
- We currently budget £100 a month for misc supplies. This should more than cover all our tooling, cleaning supplies, consumables etc.
- We are currently not paying for gas but it is available if we need it.
- Business rates should be for the moment nothing as we are below the rateable value in Southampton. This may change next year but if it does we'll be entitled to a massive discount.
- Rubbish collection we currently do not do as we supposedly take our rubbish home with us.

Our monthly turnover in February was -£110.14 which means that it would take roughly 30 months (2.5 years) before we ran out of money if we sustained our currently turnover. I like to think we will pick up the extra members or revenue sources needed to break even long before this happen.

I am predicting based on March's figures and subscription trends that February's membership subscriptions will eventually work out to be around £700 with a similar figure for March although we have taken £65.20 in donations last month which means we are theoretically very close to breaking even! (around £25 short) This is assuming of course people get up to date with their membership and pay a similar amount to what they normally do.

### 3.2.4 Financial Plans

There are a number of plans I have as treasurer and feel I should outline some of them here to give an idea of what I'm doing.

At the end of this month we should get a renewal quote for our insurance. I will shop around a little to see if I can get our insurance cheaper and pay the new premium at the end of May when our current one runs out.

Before December this year I need to file accounts to companies' house and may need to do the same with HMRC. You may have noticed my thread on our google groups forum asking if anybody knows a cheap accountant as this may be necessary if I find I'm out of my depth. I will of course investigate doing the accounts myself.

I am currently in talks with HMRC to declare us as "inactive" as far as they are concerned thus saving us from filing any accounts until 2018. At the current prices I've been quoted for an accountant (£500) this would save us nearly £2000 so it's worth investigating.

Last year I promised quarterly financial reports for the space but sadly haven't had the time to action them. I'm hoping now things are a bit more settled I will work on them again and perhaps they can be included in our newsletter.

Our outgoings are broken down as follows:

- Rent is £552 each month including VAT
- Insurance is currently £330 for a year's premium however I am anticipating this going up slightly when it is renewed at the end of May 2014.

You may have noticed we've got new refreshments at the space including bottles of club-mate. We don't zealously monitor payment for these refreshments and ask that people are honest in their payment for them and this has worked well so far. I am however looking into better money donation tins to encourage payment and working on a workable "IOU" system so we can better monitor things. Ben Jacobs is also looking into the possibility of either procuring or even building a vending machine for me to help with this.

Benjie is working on a new membership system (please see him if you wish to help with this) and I will be working with him to see if it can help me manage our money and membership better.

Lastly Mark Hindess has suggested that we need some physical demographics on display at the space showing our financial status and offered to help come up with something. I will put aside some time in the near future to make this happen as this will be a great way of increasing our subscription averages.

### 3.2.5 Predictions for 2014

The future is bright and promising but also secure with our money buffer allowing us to be prepared for any nasty surprises.

If we continue to grow as we are I can foresee our membership growing to at least 60 paying members by the end of 2014 paying an average of £14 per month taking £840 in membership fees. At this point our donations should have grown slightly too with increased workshops and videos so I am anticipating we'd have an extra £150 to £200 per month growing our buffer further.

At this point we could consider finding a slightly larger location although we'd need to be cautious and would begin to be liable for business rates and even some corporation tax.

### 3.2.6 Recommendations

Having a large buffer to fall back on has massive advantages including:

- As treasurer I'm less stressed so this becomes less of a chore
- We don't need to worry as a group if anything unexpected comes up
- If an opportunity comes up such as some cheap equipment we can take advantage of it rather than having to save.
- If we find a better location and are in a position to move, we still have a buffer to cover us rather than having to run another crowd sourcing campaign.

Therefore I'm strongly in favour of keeping some level of financial buffer.

We do however, currently have enough money to last us 2.5 years assuming membership levels and payments remain constant and will most likely pick up new members as we grow. This is a massive amount of cash effectively doing nothing while it looks like we don't have the money to cover a significantly larger space any time soon.

In my opinion we need to keep a buffer of at least £1500 (not including the £1832 put aside) and invest the available £1859 directly into improving the space giving existing members better value for membership and also be attractive to new members.

How we best invest that is an entirely different discussion for another day.

I'd also like to recommend we pay the small monthly fee required for rubbish collection (about £15 per month) as the bins are not being emptied as often as they should. This is starting to impact on health and safety.

With some investment in the space I think our existing members will feel they get better value for money from their membership and may be willing to pay more. We'll almost definitely attract some new members too and with more money coming in it puts us in a much better position.

## 4 Membership proposals<sup>1</sup>

### 4.1 TL;DR

Existing system sucks, excluding potential members, including people who never attend nor pay on our Register of Members.

Instead we should tier the membership process:

1. Register your interest, become an "associate member" (term under discussion)
  - Access to the wiki, members area, etc.
  - Easier management of newsletter subscriptions/etc
  - Pay as you go or subscription payment options
  - Particularly suitable for people who only use the space a few times a year.
  - Possibly suitable for minors?
2. Set up regular payments, become a "supporter"
  - Intended for people who use the space once or more per month
  - Stepping stone to full membership
  - Get an Access Card<sup>2</sup>
3. Choose to become a full member (same as supporter, except you become a member of So Make It Ltd.)
  - Regular members
  - Appear on our Register of Members (so your address is required)

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<sup>1</sup>From <http://goo.gl/Qr53P9>

<sup>2</sup>See § 5 on page 7

- Voting rights

4. Become a keyholder <sup>3</sup>

## 4.2 What's wrong with the current process?

### 4.2.1 Non-paying/inactive members

Many of our members (people who are on So Make It Ltd's official Register of Members) have never paid. Many have paid just once or twice. Many have not attended the space in months, if ever.

### 4.2.2 Termination of membership

We currently have no formal process defined for terminating a member's membership (e.g. in the event of repeated dangerous behaviour or abuse; or long term absense without "leave").

### 4.2.3 Pay-as-you-go (PAYG) membership

Many individuals don't want to commit to paying monthly to use the space from time to time.

### 4.2.4 No supporter membership

Some individuals would like to support the space monthly but do not want to divulge their address to our membership (UK law requires that all members have their address on our Register of Members and all members are entitled to view the Register of Members).

### 4.2.5 Guests don't have a way to "belong" before gaining full membership

At the moment if you don't want to be a member there are many ways to stay informed but they're all pretty disparate; the only one we really push is the newsletter subscription, but that doesn't get a lot of love. It would be nice if interested parties could sign up and immediately get access to the members area/wiki/etc to make them feel more involved.

## 4.3 Proposed Solution

I propose we change the Members Area (and thus the registration process) in the following ways:

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<sup>3</sup>See § 5 on the next page

### 4.3.1 Initial registration is for "associate" membership

Associate membership means that you are not on our register of members and has the following notable differences to membership:

- entering your address is optional
- no monthly subscription required (PAYG)
- no voting rights
- no appearance on Register of Members

### 4.3.2 Associate membership only requires one Trustee's approval

Approval at this stage is for security reasons - e.g. preventing spam on the wiki, etc.

### 4.3.3 Associate members must set up a subscription to request full membership

Via GoCardless or Standing Order preferably, this should ensure that the majority of full members are always up to date.

(NOTE: We'll still need to accept cash payments for people with cashflow issues - the requirement should be something like "they must have had a subscription payment registered in the last month")

### 4.3.4 Full membership approval still requires a quorum of trustees

Historically speaking, in most cases this is approved within 48 hours; this is unchanged from the existing system.

### Associate members who have monthly subscription are called "supporters"

Or similar; they get all the privileges of full membership except:

- don't appear on our Register of Members
- no voting rights
- no need to provide address (though it's highly encouraged)
- address is only visible to trustees and those directly involved with the spaces' paper-work
- cannot become trustees

## 4.4 "Associate membership" sounds terrible.

I agree. Suggestions for better terminology welcome.

1. **Associate** Member
2. **Friend** of So Make it
3. So Make It **Supporter**
4. **Guest**
5. **Newbie**
6. **Advocate**
7. **Patron**

### What's wrong with "associate member"?

- It uses the word associate, which sounds terrible.
- It uses the word member, which on it's own may have legal connotations because we're a Company Limited by Guarantee (and we have a Register of Members) - we should avoid the word "member" if possible.

## 5 Space Entry Proposal<sup>4</sup>

### 5.1 Purpose

The purpose of this document is to specify who should be able to let themselves into the space and when. It does not specify the technical method use to implement the access restrictions - think of it as a specification the Door Entry System should comply to.

This is how Benjie thinks it should work, and is written formally in the interest of having an open discussion on this subject. If your idea of what should go on is significantly different I strongly encourage you to write your own proposal; feel free to use this one as a template (and to avoid confusion try and use the same definitions; though feel free to add your own or omit some).

### 5.2 Definitions

**the Space** The premises controlled by So Make It Ltd., currently Unit K6, Liners' Industrial Estate, Pitt Road, Freemantle, Southampton, SO15 3FQ

**Member** A member of So Make It Ltd., as defined by the list in the Members Area [Note If the Membership Process Proposal<sup>5</sup> is also ratified then for this proposal only Member includes Supporters<sup>6</sup>

**Trustee** A Member who is also a director of So Make It Ltd., currently: Anton, Benjie, Bracken, Chris, and James

**Guest** Someone who is not a Member.

**Key** Something that allows access into the space at any time, for example a physical key, an RFID or NFC card, a door entry code, or a combination of these.

**Keyholder** A Member who possesses a Key

**Access Card** Like a Key, but only allows access into the space when it is Open. A Access Card need not be of the same form as a Key.

**Access Cardholder** A Member who possesses a Access Card

**Access-less Member** A Member who possesses neither a Key nor a Access Card.

**Open** The space is Open when it is occupied (e.g. when a Keyholder has unlocked the door); however there should be a way of disambiguation someone just popping in to pick something up versus stating for an hour or more

**Closed** Not Open

### 5.3 Space Access

#### 5.3.1 Guests

Guests should always be escorted around the space - not just for security but also for health and safety. For this reason to enter the space Guests will ring the door-bell and someone will let them in.

The Keyholder who opens the space must be willing to greet Guests since they are vital to the growth of So Make It and should always be made to feel welcome. However if there are more people in the space then others may let the Guest in.

#### 5.3.2 Access-less Member

There should be no Access-less Members; however in the event that a Member loses their Key/Access Card or attends the space after registering but before receiving a Access Card they will be treated as a Guest.

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<sup>5</sup>See § 4 on page 5

<sup>6</sup>See § 4.3.4 on the previous page

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<sup>4</sup>From <http://goo.gl/Ve3jsd>

### 5.3.3 Access Cardholders

When the space is Open Access Cardholders should just be able to utilise their Access Card to open the door and gain entry to the space.

The the space is Closed Access Cardholders will not be able to gain entry to the space

### 5.3.4 Keyholders

Keyholders can open the space and gain entry at any time. Please see Opening the Space below for further discussion around opening/closing the space.

## 5.4 Becoming a Access Cardholder

All Members should be Access Cardholders almost immediately after registering. The process should be like this:

1. Register on the website to be a Member
2. Get approved (by a quorum of Trustees)
3. Someone posts you a Welcome Pack including a Access Card (thereby verifying your address)
4. Your Access Card might not be activated until the first time you visit the space (this may require intervention by a Keyholder to say that they've at least seen your face)

## 5.5 Becoming a Keyholder

All Members can become Keyholders; but first we need to check a few things:

1. They must prove their identity and address to a Trustee
  - Identity can be verified via a driving license, passport, or anything else deemed suitable by the Trustee (e.g. if the Trustee knows them personally, works with them, or somehow otherwise knows their identity)
  - Address will be verified by possession of their Access Card.
2. They must be known within the So Make It community
  - e.g. they must have visited the space at least 8 times and in at least 3 separate calendar weeks over a 3 month period
    - i.e. they cannot become a Keyholder until at least 3 weeks after they registered
3. They must be in good standing

- Subscription up to date
- No violence/verbal abuse recorded
- No dangerous incidents recorded (e.g. using a power-tool under the influence of alcohol or illicit substances)

### 4. They must be approved by a Trustee

- This may be a technical requirement (e.g it might be that only Trustees can upgrade the Access Card to a Key)
- This is also a fail-safe incase the rules above are insufficient to protect the Space and its Members

## 5.6 Opening the Space

Only Keyholders can Open the space. Simply using their Key may open the Space, or they may be required to perform an additional action. This additional action can serve two purposes:

1. Prevent the space being broadcast as open when really the Keyholder just popped in to get something.
2. Getting an idea of how long the Space is likely to be open until (so Members and Guests don't waste time visiting the space if it's only likely to be open for an hour)

The Keyholder who Opens the space must either Close the space when they leave; or they must pass on their Closing responsibility to another Keyholder. This does mean that a Keyholder may have to kick out Members when they leave, but hopefully we can address this in two ways: 1) by having a sufficient number of Keyholders, and 2) by having a way of recording how long the space is likely to be Open for.

## 5.7 Closing the Space

The last Keyholder to leave the space must:

1. Check that no-one remains in the space
2. Check that the space is safe (no soldering irons/tools left switched on, no taps running, etc)
3. Check that the space is secure (all windows and doors closed and locked)
4. Trigger the space closing script (e.g. that announces that the space is closed on IRC/Twitter/etc) - this may be manual or automatic
5. Turn off the lights
6. Lock the door (this may be manual or automatic)



## 5.8 Appendix: An Simple Example Implementation

This example is purely to show how the system could work with the proposal above, it is not to be treated as part of the proposal itself and it's likely that the technical solution we use to address the proposal will not be this example implementation.

### 5.8.1 Keys/Access Cards

RFID lock on the door. Access Cards and Keys are both RFID cards. When an RFID card is scanned the system looks up the user and if they are a Keyholder then it lets them in; otherwise if they are a Access Cardholder it only lets them in if the space is Open.

### 5.8.2 Opening

When a Keyholder enters the space they flick the Space Opening Switch (like we had at rideride) which marks the space as Open and announces the opening to Twitter/IRC/etc.

### 5.8.3 Closing

When the last Keyholder leaves the space they reset the Space Opening Switch, announcing that the space is closed.

There may be a Watchdog timer that automatically Closes the space if the door has not been opened in at least 2 hours unless someone inside the space presses a button.

### 5.8.4 Problems with this implementation

- No indication of how long the space will be open for
  - This could be addressed by using a potentiometer or similar combined with an LCD display instead of a switch as the Space Opening Switch; this could also address the "having to kick people out" issue too.
- Fails in a power cut
  - A key override in the RFID lock is desirable, but the people who have access to this key should be severely limited (e.g. just the Trustees) since it doesn't involve any authentication.
- Is software based and potentially hackable
  - May be best to run this off of a non-networked Pi that is locked securely; though doing so makes it harder to approve new Access Cardholder/Keyholders quickly
- The RFID lock may not be sufficiently strong for an external door.

- This could be solved by using a heavy duty mechanical combination lock and giving the code to all Keyholders.
  - \* The combo lock needs to be able to be left in an unlocked state otherwise Access Cardholder would not be able to gain access to the space when it is Open.

## 6 Grievance procedure proposal<sup>7</sup>

(Chris)

### 6.1 Intention

The Trustees of So Make It have the authority to ban anyone from entering the space. This must only be done in circumstances where this authority is best for the So Make It and its members as a whole.

This policy will only be applied to members who demonstrate unwillingness to address behaviour which has caused offence, harm or distress to another member, members, visitors or affiliates of So Make It; or has threatened the safety of the space. This may be behaviour directly targeting or witnessed by any individual. Our rules clearly state that in the event of certain behaviour being reported that a ban is possible.. Throughout the process, all efforts will be made to keep clear and constructive communication between the trustees, the offending party, and any other affected parties.

In very serious cases, trustees may invoke temporary access bans until the issue is resolved. Should a trustee become the focus of a complaint, they will not be included in their normal capacity during the grievance process.

### 6.2 Introduction

1. This policy applies to members, guests and attendees of events that use So Make It or its online meeting places and social media platforms.
2. Any person may be banned from the space if they violate existing policies or if they have the potential to harm other users of the space.
3. Before the formal banning procedure is started, the trustees must make every attempt to resolve the issue informally.

### 6.3 Process

1. Should a trustee become the focus of a complaint, they will not be included in their normal capacity during the grievance process. § Where possible the offending party

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<sup>7</sup>From <http://goo.gl/t4Zx9I>

must be given at least two written warnings before being banned unless the trustees determine there is a continuing threat to the safety of members. At every stage, it must be made clear to the party where they are in this process.

2. At every stage, a quorum of trustees must be in agreement that allowing the user to continue to use the space would not be in the best interest of the organisation.
3. Should a quorum of trustees be unattainable, then a general meeting will be called at the first opportunity, with the only agenda item to be appointing enough members as temporary trustees to enable an investigation of the complaint. The remit of these members will be limited to the investigation, and they will be required to step down upon completion of the investigation
4. At every stage, the trustees must make their reasoning available to the offending party. They must also make as much detail as is appropriate available to all members but may hold back information if it is decided it is in the best interests of the space and its membership.
5. By default, a ban will be for a year. At their discretion, the trustees can issue a reduced or extended ban period.
6. Bans of more than one year may only be issued in extreme circumstances. The trustees must review these bans yearly.
7. If the offending party is a member, the ban will trigger the process to remove the member.
8. When a person is banned, their right to access So Make It and its social media and communication platforms is revoked. Any entry to the space without the prior, express permission of trustees will be considered trespass.
9. The trustees must seek feedback from the community to ensure this process remains fair and balanced.

## 7 Donations/Junk Proposal<sup>8</sup>

(Bracken)

### 7.1 Overview

Each week is assigned a colour from a cycle of 4 colours, for example: Blue, Green, Orange and Pink. There are 4 shelves, each coloured with one of the 4 colours. Next to the shelves is a poster which changes based on which colour the week is (see below). Newly donated items are put on the "new donations" shelf (the same as the week's colour).

<sup>8</sup>From <http://goo.gl/IDi0Ot>, discussed at <http://goo.gl/bc8O4m>

**BLUE WEEK** Blue: new donations (evaluate for So Make It) Green: teardown if possible/take for free Orange/Pink: take for a donation

**GREEN WEEK** Green: new donations (evaluate for So Make It) Orange: teardown if possible/take for free Pink/Blue: take for a donation

**ORANGE WEEK** Orange: new donations (evaluate for So Make It) Pink: teardown if possible/take for free Blue/Green: take for a donation

**PINK WEEK** Pink: new donations (evaluate for So Make It) Blue: teardown if possible/take for free Green/Orange: take for a donation

### 7.2 Details

We go in a 4 week Monday-Sunday cycle - first week any donations go on the Blue shelf, second week they go on the Green shelf, third Orange, fourth Pink, fifth Blue, Green, Orange, etc.

Anything on the next colour's shelf (e.g. things on the Orange shelf when the week is Green) is soon to be junk so can be torn down, hacked or taken away without guilt.

Anything on the other two shelves (e.g. things on the Orange/Pink shelves when the week is Green) is available for a donation.

Each week someone should change the poster to reflect the current week's colour and remove all items on that coloured shelf (e.g. the Green shelf when the week is Green) ready to be disposed of.

#### 7.2.1 Further rules

Many donations should be turned away - particularly:

1. Large/bulky items
2. Items that require special disposal (batteries, items containing asbestos, ...)
3. Items that don't look useful
4. Illegal, illicit or items of unknown origin
5. Chemicals unless they've been previous approved by a Trustee - chemicals should never be placed on the donations shelves - they must be handled separately for H&S/COSHH reasons

## 8 Changing our general meetings

(Chris)

The question was raised <sup>9</sup> as to whether we should have more general meetings. The following options are suggested:

1. Our AGM is fine - we can decide things on trello/google groups
2. Once every 6 months is more sensible - any volunteers to chair and organise it? (doesn't have to be a trustee!)
3. Once every 3 months is doable and I Chris volunteer to help chair and organise it.

## 9 Personal storage proposal

### 9.1 Primary Proposal <sup>10</sup>

(Benjie)

NOTE: in this proposal I use the term "users" to refer to "So Make It Members" and the newly proposed "Friends of So Make It"<sup>a</sup>, or, more specifically, "Supporters" since they need to pay a monthly subscription. Friends may have to jump a few more hoops to store their stuff here (e.g. have turned up a few time and thus become known to the community) but are treated basically equivalently to Members.  
The space can provide storage for it's users, but storage is at a premium. Users' items should be stored only inside authorised storage boxes.

<sup>a</sup>See § 4.3 on page 6

#### 9.1.1 How much can I store?

The amount a user can store is based on their subscription level (and available space). The first £15/mo covers basic usage of the space (no storage), above this the allowance is allocated as follows:

each:

- +£5/mo adds a small box to your allowance, or
- +£10/mo adds a medium box to your allowance, or
- +£15/mo adds a large box to your allowance

For example:

- £15/mo - no storage allowance
- £20/mo - a small box
- £25/mo - a medium box
- £30/mo - a large box
- £35/mo - a large box and a small box
- £45/mo - two large boxes

Please keep in mind you're not being charged for the boxes/storage - instead your subscription level (which goes towards covering all the costs inherent in the space) allows you to use an amount of storage (if it's available).

#### 9.1.2 What are the authorised storage boxes?

These will change from time to time and are always to be provided by So Make It (users should not provide their own storage boxes). Currently proposed are:

**Small:** cardboard box from Ikea

**Medium:** medium translucent plastic box from The Range

**Large:** large translucent plastic box from The Range

#### 9.1.3 What can't I store?

No storage of dangerous chemicals (these should be kept in dedicated chemical storage), explosives, illegal or illicit materials, offensive materials or other materials that the trustees deem to be inappropriate.

#### 9.1.4 Termination of storage

If your subscription is not up to date, or no longer covers your storage, then someone will attempt to notify you that you have 4 weeks to fix your subscription or remove the stored items from the space. If this period elapses without resolution then the items stored become the property of So Make It Ltd. It is your responsibility to ensure that the trustees of So Make It always have a valid method of reaching you.

#### 9.1.5 Other rules

1. Boxes are assigned by Space Keepers (or Trustees until we have a Space Keeper role).
2. Space is allocated on a first-come first-served basis as we only have limited space available.

<sup>9</sup>At <http://goo.gl/feHQzu>

<sup>10</sup>From <http://goo.gl/baMqy1>, includes discussion from <http://goo.gl/nKufpP>

3. Unused or near-empty boxes may be downgraded or removed without warning in order to free up space.
4. Boxes remain the property of So Make It Ltd and should be treated with respect.
5. Full name and membership/friend identification number must be written on the box using the labels provided.
6. No storage for guests.
7. Users are responsible for their own storage.

## 9.2 Alternative pricing amendment

£5	no storage
£10	A small box
£15	A medium box
£20	A large box
£30+	2 large boxes

## 10 NFC locks only proposal

(Anton)

1. Confirm that we are happy to stop using a physical deadlock and only use NFC access as described above. This is a weaker latch than the deadlock, but I believe strong enough for our current use
2. Alternatively we could spend ~£50-£100 on a stronger electric strike/latch to improve the security.

## 11 Brief NFC tag survey

(Anton)

1. Do you have a nfc tag?
2. Would you like us to bulk order for you a .. (Anton to show examples)
  - (a) ..card?
  - (b) ..sticker?
  - (c) ..keyring dongle?
3. Would you pay extra (£1.50-£2.00 vs 50p ea) for a So Make It Logo on the above?

## 12 Dalek project funding proposal

(Chris)

As discussed <sup>11</sup> I would like to put £100 of SMI funds towards getting the Dalek build project off to a good start.

My view is this will benefit the space in the long run plus hopefully may raise far more than that £100 for the space if we use the Dalek at events.

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<sup>11</sup><http://goo.gl/UaB6WY>