

CTL Board Meeting
January 17, 2024
6:30 - 8:00 PM
Agenda/Minutes

Empowering our community by eliminating barriers to tools, knowledge, and support.

Meeting Participants: Mel H, Melissa K, Joe W, Lee W.

6:30–6:40 Major Updates

- Updated hours via email, website, Facebook, and MyTurn.
- New mission statement is on our website and Facebook.
- Membership changes
- Upcoming events: IABA Home Show (March 22 - 24): Need a flier and other handouts to advertise for the tool swap. Melissa K will follow up to see if we are paid up for that.
- Strategic Planning follow-up: Joe is trying to get a hold of Sam.
- Lend-a-Hand at the Co-op: Tabling can happen anytime before the end of the month. Can anyone else take a shift? Mel ordered more trifold. Melissa is tabling on Fridays. We've been getting a lot of interest and some donations and buying some merch.

6:30-6:45 Committee Reports

- **General** - Looking to have committees meet in January. How is this going? Many people have been out of town making scheduling committee meetings difficult.
- **Treasurer's Report**
 - Lowe's Hometowns grant announcement:
<https://corporate.lowes.com/our-responsibilities/lowes-hometowns>
 - Funding 100 projects across the country
 - Interest earning account options: We discussed CDs and Money Market accounts, Melissa is going to do a tiny bit more research on some of the finer details about fees, penalties, and signer requirements.
- **Board Development**
 - Melissa and Mel met for a work session since the last board meeting. The committee is putting together an onboarding packet.
- **Facility**
 - Access Alaska update? (AJ)
 - Dreamworks storage space? (AJ)
 - Improved procedure docs? Who wants to be in charge of finalizing this?
 - Facility relocation discussions (Mel): Last meeting focused on location options. Talked about Alaska Feed (not viable). Pioneer Park could be a possibility. Fairgrounds has a lot of potential. Joy elementary is another option.
- **Fun'O**
 - Just sent out an email to convene for a committee meeting

Discussion Items

- Committee meetings through February

- Sustainable Living Expo: Sat March 9th is a free event at the JP Jones center: Joe will contact the Event committee and see if we have anyone can table. We should also say that our Wednesday open hours could qualify for an open house.
- Mailchimp
 - Will need to develop instructions on using MailChimp. Mel and Olivia will work on this.
 - Mel will use Joe as the test subject for instructions.
- Insurance
 - Want to purchase insurance. Need a quorum. (Jeff departed before we could vote at the last meeting.)
 - *Unanimous consent by the quorum approving purchasing insurance.*
- Board Member Recruitment
 - Mel will revive the board member recruitment docs. Everyone should be on the lookout for potential board members. Would also like to reach out via Facebook, MailChimp.
- Onboarding progress: Documents are in the works
- Social media and outreach strategy: Mel wants to prioritize this in the coming months.
- Meeting minutes posted on our website? Folks would like to have the secretary clean up the minutes before the next meeting so that they can be approved. At that point, the secretary can have our webmaster post them to the website.
- Google Workspace: We probably don't qualify because we aren't our own non-profit. Would need a NSCF address.
- Large donation (\$3000) - Thoughts on how best to use? Could be put into an interest earning account. Thank you card, for sure.

Ongoing Action items

- ~~Contact Greenstar about the Waste Reduction event: Joe~~
- Update open hours on: Website, Social, Google, MyTurn page and auto emails.
 - Create a document that lays out what needs to get done when we change hours.
- ~~Delete opt-out of email option on sign-up: Joe~~
- Contact Contractors for tool donations or sales at the Swap: Joe
- Revisit Conoco Grant: Joe
- Update the facility operating procedures document: Steve and Chris
- ~~Make Sure new Mission Statement is on our website and wipe the old one from website, social, MyTurn (FB done - Mel)~~
- Advertise for tool donations: Joe and Chris
- ~~Google Workspace: Mel will contact Pete and move forward~~
- Lee: Work on developing instructions for cash handling and training together for the board and Chris.
- Finally get Steve his credit card, Steve will bring paperwork to the next mtg.
- All: Review and revise the ByLaws
- ~~Joe, contact the guy who had the generator stolen:~~