

Minutes of Annual General Meeting

Sunday, 21 February 2021

Location: Makerspace Adelaide 100 Franklin St, Adelaide, 5000

1. Opening of Meeting

Welcome: Chair opened the meeting at 6:30pm and welcomed everyone to the 2020 SA Makers AGM at the Makerspace Adelaide and acknowledged the meeting was taking place on Kurna land.

Present: Robert Hart, Sumen Rai, David Riley, Luke Tansell, Andrew Braund, Abigale Raek, David Packer, Leigh Brenecki, John Briggs, Simon Loffler, Len Riley, Lydon Zimmerman

Quorum: Has been met for AGM to proceed.

Apologies: no apologies had been received, and no proxies nominated.

2. Confirmation of Minutes of previous Annual General Meeting

Minutes for the previous AGM were provided for review with the announcement of this AGM.

Motion: That the minutes be signed as an accurate record of the meeting

Proposed: Sumen Rai

Second: Robert Hart

Result: Agreed

3. Presentation & Adoption of Annual Report Chair's Annual report:

Acknowledgements:

Chair provided an update of the activities of Makerspace Adelaide, noting effects of COVID

We started 2020 with much optimism and plans for growth, but as we all know those plans turned from a strategy of ramping up to one of surviving the social and economic impacts of COVID-19. Even this AGM which we had the intent to hold in November 2020 had to be delayed till now.

During late December and early January 2019-2020, the board made the decision to close the space over Christmas and remain closed until late January. This was to allow the Workshop area at the Makerspace to be completely installed and safety brought up to date. We had the Treasurer resigned in the early half of the year but helped us maintained certain duties up till latter half of 2020 due to the impacts of COVID-19. We have struggled since then find a treasurer that could assist which has made it difficult at times, as those duties have fallen to me or other board members. As a result, we are engaging the services of NFPAS which will take over the finance and auditing, to also review and deliver a comprehensive financial report for the last 2 years.

Much of this was due to the compounded effect that COVID-19 had on us as an organization as we had to pivot in our jobs and roles. Unfortunately, we could not gain any COVID relief support as we did not fit any of the criteria to receive Job Keeper, this meant that we had to continue to use the infrastructure grant and pay our outgoings once the protections around commercial leasing was to finish in October. We have been in contact with our commercial property owners, who have realized the impact on our business and have been open to further discussions on arrears for this month and next.

We still did have a series of successes and goals achieved;

- January 2020 fire response for Animal Rescue – craft a thon making hundreds of pouches and bags with over 60 makers across 2 weekends.
- Circular Economy Workshop to produce a measurement matrix for Makerspaces – getting international notice.
- Virtual Open Day was quite successful in raising our profile, celebrated our 1-year anniversary.
- Operations team and Operations Manager in place and starting to manage the space.
Implemented new membership system, fees, and sale systems.
- Over 50 subscribed members to Makerspace and 250+ registered casual users
- Received a Community Solar Grant that put a 10kW solar system on the Makerspace Adelaide.
- Developed New Business Plan and presented it to Green Industries Partners and in negotiations for new funding deal to be decided on 4th of March 2021.
- Negotiated the City Shed to make a home at Makerspace Adelaide, including the installation of an evaporative cooling system for the Workshop area.
- Negotiating with Salford College for the use of the workshop 1-2 days a week for up to 40 weeks so they can run a VET Certificate II course.
- Became a member of the Grote Street Traders, organisation now hold a committee seat.
- Delivered on a massive Christmas Grote Wishing Grove installation for Grote Street Traders, as well as a Year of the Ox 2021 installation.
- Ran multiple inductions into 3D printing, laser cutting, woodworking, and metalworking.
- Ran several 8-week woodworking classes for members and users.
- Continued to upgrade the space, laser cutter venting, administration, and systems.
- Put COVID Safe plans in place, and trained volunteers and operation staff in those procedures.
- Ran a mission and value day with Volunteers and operation team.
- Ran a strategy day for identifying 4 income generation streams aside from general marketing and membership – Upcycled or recycled item creation for sale, Teambuilding workshops, STEAM club development and promotion, Media Lab usage and promotion.
- Launched a Chuffed campaign that has so far reached nearly \$10,000 donations.

While this is not an exhaustive list it is certainly a sign that we are pushing forward and that we are moving to a growth period.

Action: to appoint not for profit accountant specialists for audited reporting for 2019-2020 to membership as soon as practicable in March. Also provide monthly services for NFP

5. Election of New Executive

Positions: The positions of Treasurer, and Secretary were open for nomination, as were general Board member positions.

Sumen Rai noted no nominations received before the AGM and asked for any further nominations from the floor. One nomination was received from David Riley, nominating Bridie Letford?? for a general board member position.

Four board members stepped down: Samantha Riley, Matthew Bagnara, Sumen Rai, and Luke stepped down as board member to focus on take on the role of Operations Manager of Makerspace Adelaide..

Nominees:

Treasurer: vacant

Secretary: vacant

Board member: Robert Hart, Agreed.

Board member: Bridie Letford. Nominated by David Riley. Second Robert. Agreed.

Continuing Chair: David Riley

Continuing Board member: Steven Pickles

Continuing Board member: Andrew Braund

Motion: Noting office bearer positions are now temporarily vacant, That the nominees be accepted into the positions for which they are standing.

Proposed: Sumen Rai

Second: David Riley

Result: Agreed.

6. Any Other Business

Other discussion

Andrew raised quiet times at certain times – are there ways for us to increase membership and increase utilisation of space. Luke briefed on initiatives to increase utilisation of the Makerspace, including letter drops for local Adelaide City community, open day events and outreach at UniSA such as a product design competition for students.

David raised separation of operations and board – board should be promoting Makerspace to attract investors/sponsors for larger funds for Makerspace.

Members discussed the need for the Makerspace Adelaide Code of Conduct needs to be more easily accessible to members and users, and to be endorsed publicly by Board members, perhaps as reiteration as part of formation of new board.

7. Close

Chair formally thanked all members who participated and formally declared the SA Makers 2020 AGM concluded at 7:44PM.