How AMT works

How to get the most out of your membership and contribute to your community

Agenda

- Welcome
- Dues and Contributions
- AMT Systems and Platforms
- The Social Contract
- Beyond dues
- The Extras
- Q & A

Welcome

The AMT mission

“Promoting and encouraging technical, scientific and artistic skills through social collaboration, education and individual projects”

215 + 385 + 670 = Awesome

Roughly AMT serves 215 members and teaches 385 classes a year. AMT Members host an estimated 390 guests a year. 670 people from the public attend our classes per year. We give 40 class scholarships and provide 35 subsidized memberships.

Dues and contributions

How dues work

Options

- Yearly
- Month Subscription
  - Automatic or Manual Payment
- 1-Month Subscription
  - Standard or Premium Rate Only
- Scholarships
  - Subsidized to $45 per month
- Monster Corps
  - 8 hours per month, specific duties

Rates

- Premium - $120 per month
- Standard - $95 per month
- Starving Hacker - $70 per month
  - Application required, limited availability
- Scholarship - $45 per month
  - Application required, limited availability
- Monster Corps - 8 Hours

Making your member contribution

Volunteering makes AMT possible

- All members are expected to contribute regularly
- There are lots of ways to contribute
- Accountability is a thing

What to do when you contribute

- Get credit for your contributions by using the /task command in Slack or tracking what you did in the asset system

How to find a thing to do

- Check out the Member Contribution Portal
- Talk to a steward, officer or director
- Propose an idea on Slack in the relevant channel

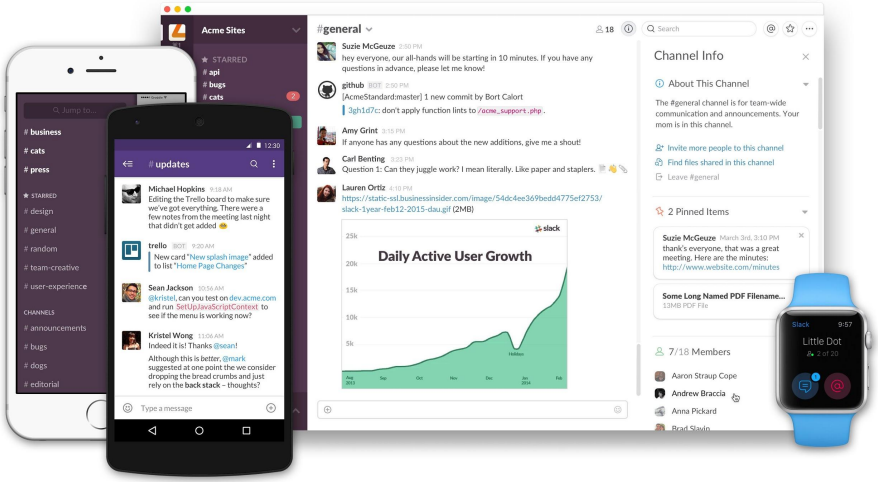
Link to Member Contribution Portal

AMT systems and platforms

Slack

Slack is:

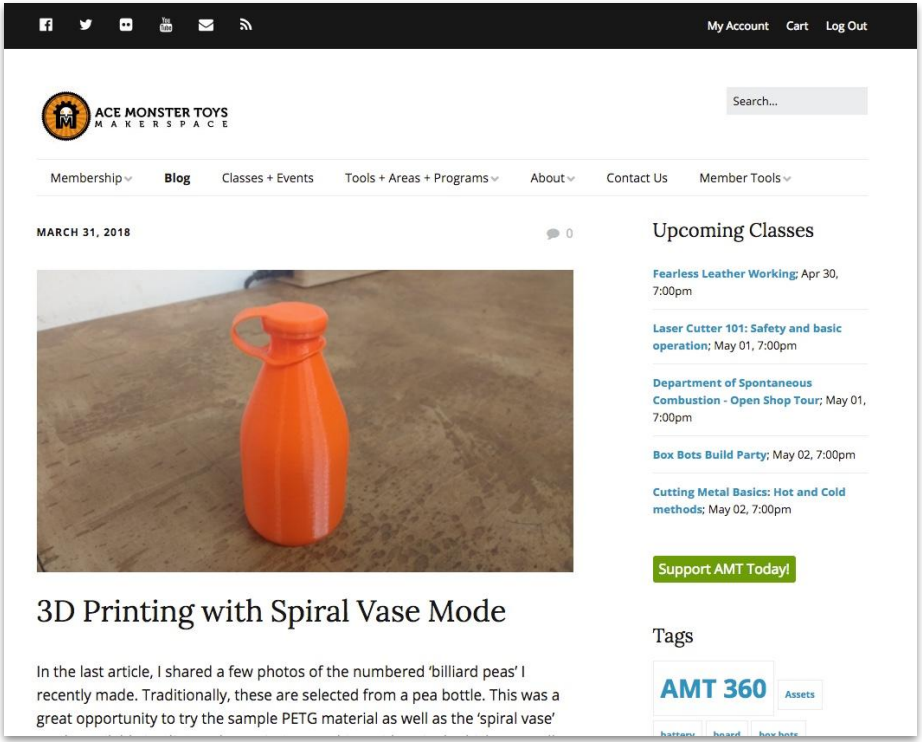
- How we talk to the community at large
- Hear from specific use groups
- Call dibs on a tools and areas
- Get tool status information
- Report on Tools
- Get task based information
- Talk to each other in small groups



[Link Slack]

AMT Blog

- All AMT Members are Authors!
- Blog posts don't need to be fancy tutorials
- Telling the AMT story via blog posts helps the org and the org helps people



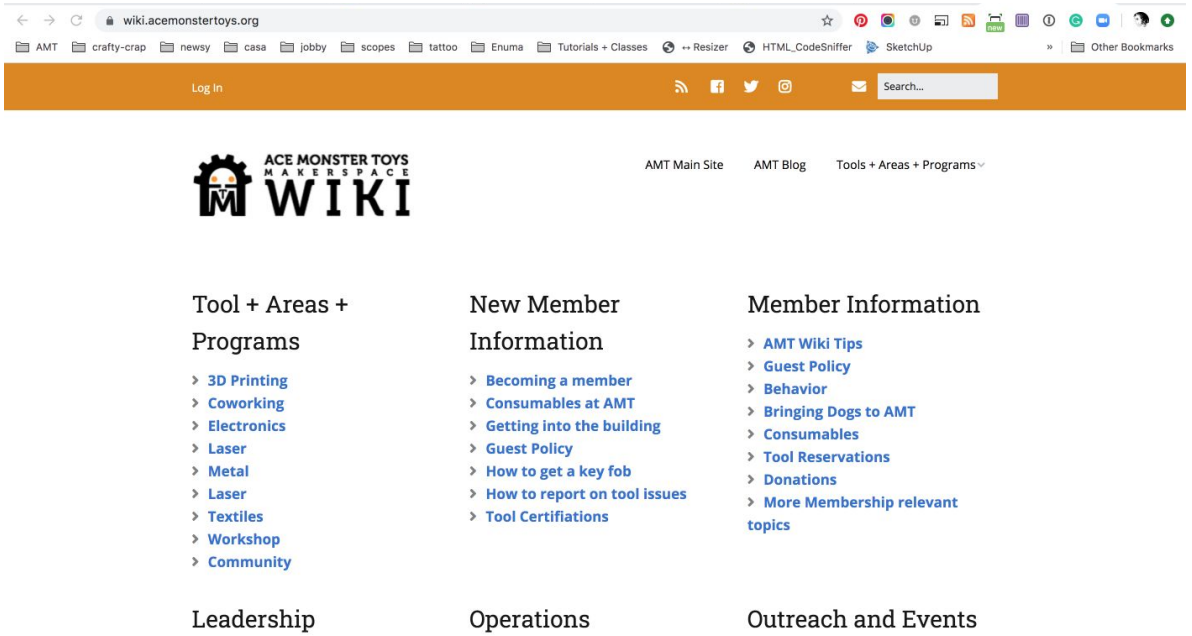
[Link to Blog]

The Wiki

Is a bit of a mess

Under renovation...
upgrades coming soon

Is great way to help others



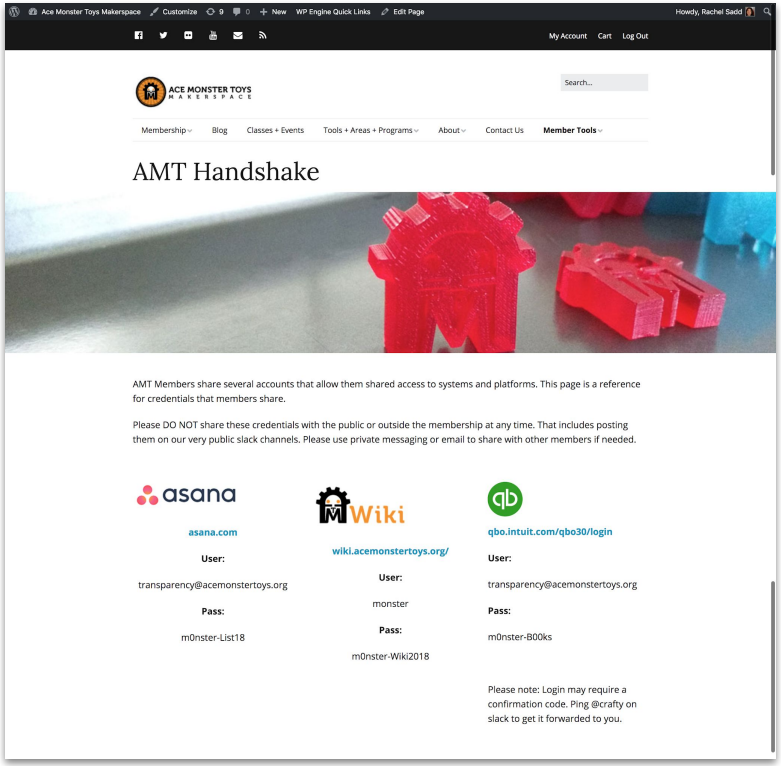
[Link to Wiki]

Shared Credentials

Sometimes it is more affordable to share.

We have shared accounts for:

- Asana
- Wiki
- Quickbooks



[Link to Handshake]

QuickBooks Online

Shared Credentials and Code

qbo.intuit.com/qbo30/login

User:

transparency@acemonstertoys.org

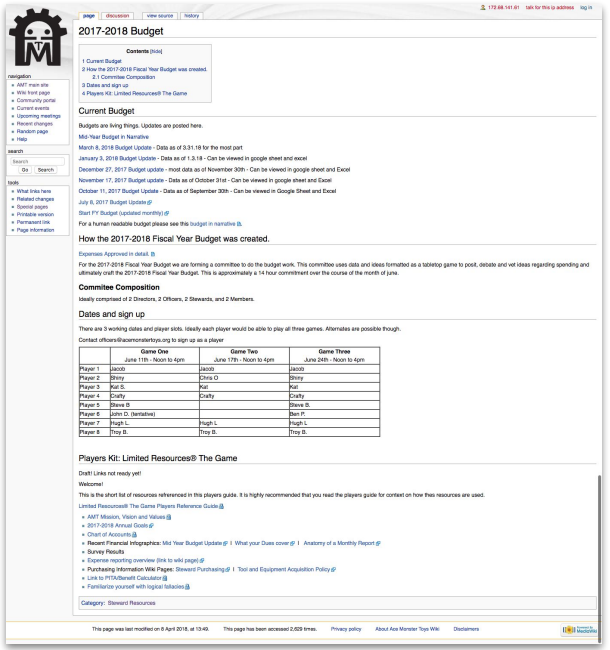
Pass:

m0nster-B00ks

Please note: Login may require a confirmation code. Ping @crafty on slack to get it forwarded to you.

[Link to Wiki: Budget]

Budget Reporting



2017-2018 Budget

Contents [hide]

1 Current Budget
2 How the 2017-2018 Fiscal Year Budget was created.
2.1 Commitee Composition
3 Dates and sign up
4 Players Kit: Limited Resources® The Game

Current Budget

Budgets are living things. Updates are posted here.

Mid-Year Budget in Narrative

March 8, 2018 Budget Update - Data as of 3.31.18 for the most part

January 3, 2018 Budget Update - Data as of 1.3.18 - Can be viewed in google sheet and excel

December 27, 2017 Budget update - most data as of November 30th - Can be viewed in google sheet and Excel

November 17, 2017 Budget update - Data as of October 31st - Can be viewed in google sheet and Excel

October 11, 2017 Budget Update - Data as of September 30th - Can be viewed in Google Sheet and Excel

July 6, 2017 Budget Update

Start FY Budget (updated monthly)

For a human readable budget please see this budget in narrative.

How the 2017-2018 Fiscal Year Budget was created.

Expenses Approved in detail.

For the 2017-2018 Fiscal Year Budget we are forming a committee to do the budget work. This committee uses data and ideas formatted as a tabletop game to posit, debate and vet ideas regarding spending and ultimately craft the 2017-2018 Fiscal Year Budget. This is approximately a 14 hour commitment over the course of the month of june.

Commitee Composition

Ideally comprised of 2 Directors, 2 Officers, 2 Stewards, and 2 Members.

Dates and sign up

There are 3 working dates and player slots. Ideally each player would be able to play all three games. Alternates are possible though.

Contact officers@acemonstertoys.org to sign up as a player

	Game One June 11th - Noon to 4pm	Game Two June 17th - Noon to 4pm	Game Three June 24th - Noon to 4pm
Player 1	Jacob	Jacob	Jacob
Player 2	Shiny	Chris O	Shiny
Player 3	Kat S.	Kat	Kat
Player 4	Crafty	Crafty	Crafty
Player 5	Steve B.		Steve B.
Player 6	John D. (tentative)		Ben P.
Player 7	Hugh L.	Hugh L.	Hugh L.
Player 8	Troy B.	Troy B.	Troy B.

Players Kit: Limited Resources® The Game

Draft! Links not ready yet!

Welcome!

This is the short list of resources referenced in this players guide. It is highly recommended that you read the players guide for context on how thes resources are used.

Limited Resources® The Game Players Reference Guide

- AMT Mission, Vision and Values
- 2017-2018 Annual Goals
- Chart of Accounts
- Recent Financial Infographics: Mid Year Budget Update | What your Dues cover | Anatomy of a Monthly Report
- Survey Results
- Expense reporting overview (link to wiki page)
- Purchasing Information Wiki Pages: Steward Purchasing | Tool and Equipment Acquisition Policy
- Link to PITA/Barrett Calculator
- Familiarize yourself with logical fallacies

Category: Steward Resources

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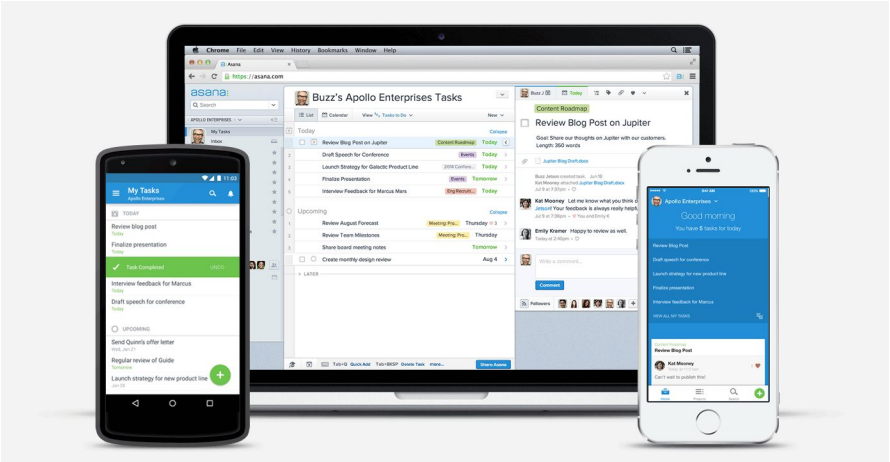
Asana

We use Asana to manage tasks that keep the AMT in operation.

Asana is hard.

Why Asana is hard:

- 1 more technology for people to learn
- We have to share seats and getting more is expensive.
- The phone app it lacking



[Link to asana]

In Space

There are a variety of regular communications in the space

- Whiteboards
- Info packs
- Notification unicorn

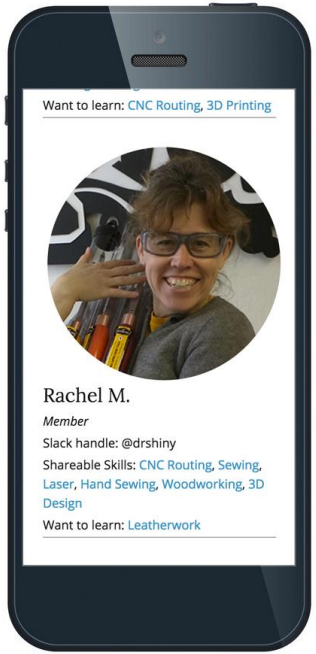
The member directory

This is an awesome way to find out who :

- Has skills they can share
- Wants to learn what you want to learn
- Is certified

This is also how you verify that the people you are letting into the space and leaving in the space are members.

- Only active current AMT Members show in the directory.
- Seeing the directory requires login.
- This is also your AMT ID card for discounts with vendors



Link to Member Directory

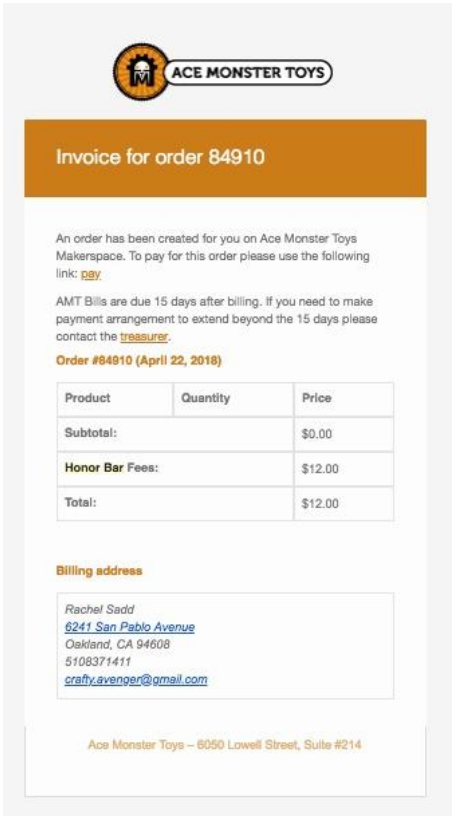
Email

Many important things are emailed to you:

- Account status updates
- Legal notices
- Newsletters with information about changes (things change)
- Bills
- Ballots (for full voting members)
- Access Codes

You are responsible for reading this information.

We highly recommend that you sent up a filter for anything from @acemonstertoys.org in your email client.



The social contract

The membership agreement

As a member, I agree to **respect** the rights of others.

I understand that Ace Monster Toys is a **community** and use of Ace Monster Toys facilities constitutes participation in that community. I agree that assault, hate speech or any generally offensive or oppressive behavior that makes other members and/or guests feel unwelcome in the community shall not be tolerated.

I agree to observe the rules established by the membership and officers and I understand that those rules have been established so that Ace Monster Toys can function legally, independently and safely.

I hereby certify that I will **not be a jerk** while at or around Ace Monster Toys or at any Ace Monster Toys related event.

... the practical application comes down to transparency and respect.

Respect

Respect yourself

- Wear safety gear
- Operate tools only when sober
- Eat and drink when needed
- Don’t make angry
- Don’t expect to be perfect mistakes are okay here

Respect others

- Sharing is hard
- Speak respectfully even when bothered
- State your boundaries clearly and respectfully

Respect the space

- Plan on time to clean up after yourself
- Leave the space a little better than you found it
- Observe the etiquette for each space

Transparency

Say what you are going to do, do what you say, and when it changes say that too!

Let the rest of us know what happened! Using the reporting systems along with notes on equipment is the way to go!

The leadership has a commitment to transparency as well including:

- Read-only access to the books
- AMT 360º Series on the Blog
- Open Process for Budgets

The serious things

Violence, bigotry, sexism racism, etc. will not be tolerated. What that means in context :

- You may not yell profanities because a machine messed up, especially if it messed up because another member left it in a bad state.
- You may not throw things in a fit of frustration.

Unconscious Biases

- We all have them. AMT will work with you on unconscious biases to a point.
- We have resources including conflict resolution consultants
- A formal Code of Conduct including a red-card/yellow-card process is currently in effect

Expectation of service

There are lots of great folks involved with running AMT and providing member services. These are some thing you should expect.

- The 24 to 48 hour rule when asking for non-emergency help!
- Leaders are member's too.
- There is no staff.
- There is no staff.
- The only public hours at AMT are the 7pm tour.
- There is no staff.

What is an emergency

- Accidents, fire, law-enforcement interaction
- Complaints from neighbors
- Safety issues

What is not an emergency

- Broken fobs
- Broken tools
- Refund Requests

What to do/say when things break

Use one of the signs to mark the tool as Down

Use slack to update the logs and tell the community the tool is down

Talk to the community on slack and be part of the fix.

Queuing systems or the lack thereof

We don’t use scheduling tools and calendars on purpose.

Benefits of talking to each other:

- We can inspire each other with our projects
- We avoid dead “booked” time because we keep each other up to date
- We self select what we need from each space and tool
- Communicating about what we are doing means less rules and less policing of people's activities

Calling Dibs

When to call dibs:

- When you want to use a machine in a specific time period
- When you are going to do a big project in a space
- When you need it to be quiet for a class

How to call dibs on a tool or area:

- Go to the relevant channel on Slack
- Call dibs by saying when you are going to bogart the tool or space
- Pin the post
- Remove the pin when you're done

Dibs Facts

- Call as much or as little as you need
- Check other people's dibs before you call yours
- If you don't show up in the first 15 min., folks will consider the tool or area fair game and that you are flaking on your dibs (don't do this a lot).

No ‘Splaining rule

Sharing knowledge is part of the AMT magic

Permission is everything

“No” is a great answer sometimes.

Talking to each-other about safety

At AMT, it’s okay to be asked about safe operation

Please report out on things when they are jacked up.

It's okay to make a mistake

Fostering a culture where it is okay to make a mistake is an important part of AMT culture. Some of the best lessons learned are from when things don't go well.

AMT is also a safe place to learn and make mistakes while making.

AMT is not a private space. What we do here is seen by the rest of the folks using this small space.

Part of transparency is being clear and owning our actions and their impact on the group. It is okay to be human. Successful sharing relies on communication.

Guest Policy

ALL YOUR GUESTS MUST SIGN A WAIVER BEFORE DOING ANYTHING

- The waiver is digital: acemonstertoys.org/forms
- Your guests are you, and you are responsible if they:
  - Make a mess
  - Use tools they are not certified on
  - Behave disrespectfully with others
  - Fail to use safety measures
  - etc.
- You have unlimited guest privileges
- Loaning out your fob will get your membership and use privileges revoked.
- Kids and dogs are welcome but you must be with them at all times
  - Both kids and dogs must be well socialized (this includes running, yelling, barking, etc.)
  - Be mindful of pets... then shouldn't be in shops with stuff that can hurt their paws or where they can be a tripping hazard for others

Beyond dues

Trash and cleaning

Expect to pack out the following:

- Large construction waste (dimensionally)
- Large volumes of stuff

Things okay to put in the dumpster:

- The tall kitchen trash bags from any of the rooms.
- Small broken down bags of scrap (small like ½ of a contractor bag or less)

SPACES THAT GET TOO DIRTY WILL BE CLOSED UNTIL THEY ARE CLEANED

Trash bags can be found:

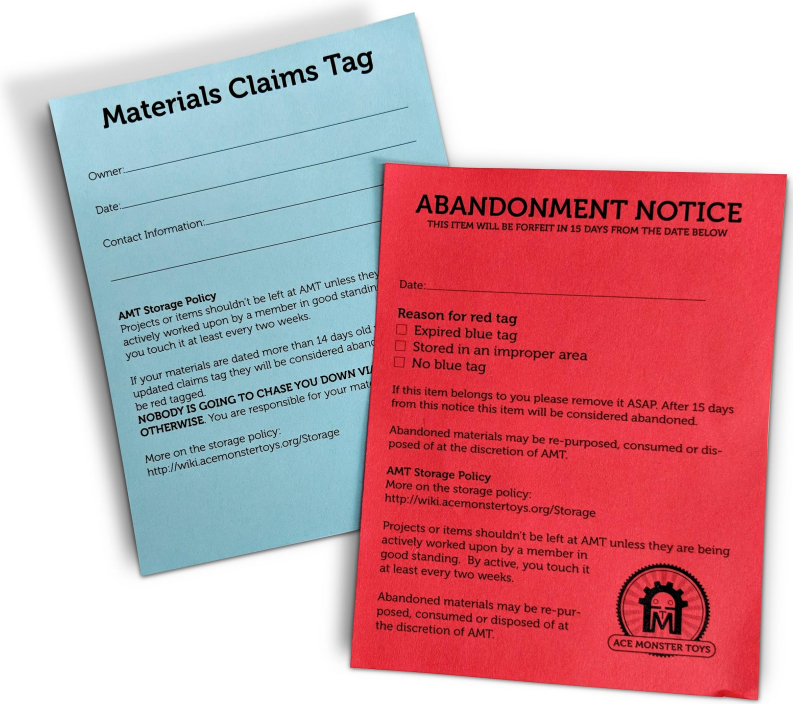
- In dispensers in each room
- In the cleaning supplies drawer
- In the workshop supply cabinet

Janitorial Services

- A paid janitor comes in 1x per month
- They only clean the basics
- Expect to clear whatever room they are cleaning without debate.

Storage

- Members can store things here
- Store things in designated areas only
- Red tags are no joke
- Blue tags are only a little magic



Tool Certification

Competency classes

- Regular monthly classes on most tools
- All classes posted on meetup
- Class fees are *not* included in membership
- Evening and weekend options

Currently on Hold - Testing for the experienced

- If you have experience, some tools allow for testing out:
  - Table Saw
  - Band Saw
  - Drill Press
  - Jointer
  - Planer
  - Pfaff 145 Walking Foot Sewing Machine
- You cannot test out of the laser or the CNC Router
- It may take longer as you will need a volunteer to give you up to 20 min. Per tool to test out.

Consumables

AMT provides a limited set of consumables for general use. Very limited.

Empty a bin, fill a bin

The following areas have consumables available for members. We do not guarantee that these supplies will always be there as they are mostly donated by members.

- The Shop has glue, tape, sandpaper, random hardware and various other supplies.
- Clean Fab and coworking have office supplies
- Textiles has fabric and thread
- Electronics as more stuff than we can name

Never leave more than the bin can take

Donations for the member donated supplies should never exceed what the bin can fit.

Billing

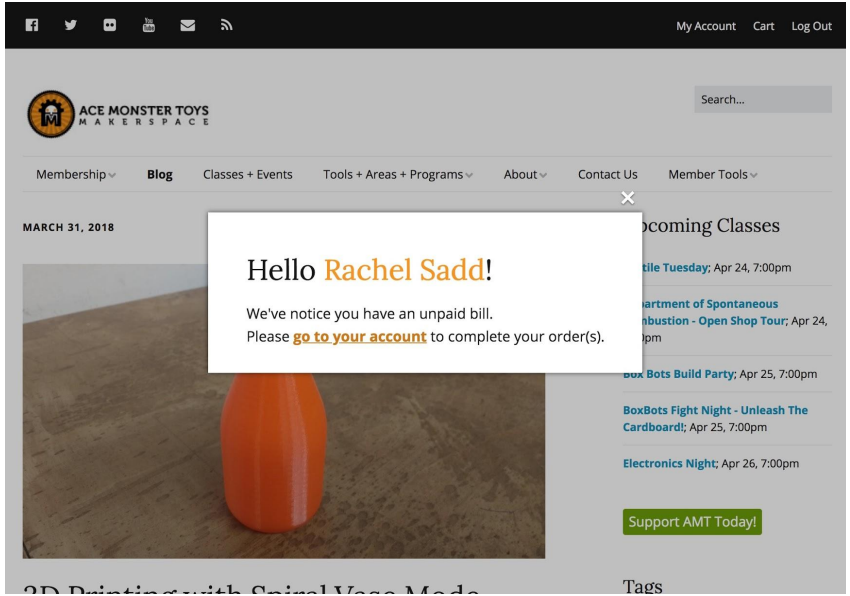
Bills are sent our regularly for the laser and the honor bar.

Bills are due **15 days** after billing.

Overdue bills are lame. If you have had to be hunted down for the money then you should volunteer for a bill collection volunteer shift.

You are sent a minimum of 3 emails before there are consequences.

We are really easy about giving extensions … but you have to ask.



Random but important things

- Close the door after you.
  - The only time the interior doors should be open is if somebody is holding a class.
- Sawdust is not trash or recycle. Learn how to deal with sawdust.
- You must pack out your project scraps including breaking them down so they fit in a closed bag
- The air scrubbers in the shops have timers. Please use them.
- If you let somebody in they are your guest.

What to do with random stuff lost and found around the space

- In coworking put it in the lost and found basket in the chill space
- In all other space put a blue tag on it with the date and put it in the most convenient member storage.

Donations and tool loans

AMT loves donations!

Cash donation can be made on-site.

We can take digital donations on the AMT Store.

Donations of stuff must be approved... obtainium is really hard to deal with.

- Ask the steward
- Or an officer
- To give to the membership list on #classifieds or post a flyer on the bulletin board

Tool lending is a formal agreement between AMT and an individual.

Tool lending first requires the okay from the steward and approval from an officer.

There is a formal contract to back it up so AMT doesn't end up responsible for tools and individuals don't end up responsible for people who use the tools.

http://wiki.acemonstertoys.org/Tool_Lending

Extras

How to request a class

Classes are taught on-demand by AMT Volunteers or by contractors for whom this is a side gig. Both contractors and volunteers need the same things in order to schedule a class:

1) A time that works for them
2) A guarantee of a certain number of students

If you want a class that isn't on the schedule, do the following:

- Get at least 3 people who also want the thing
- Figure out amongst yourself 3 dates you can make
- Post dates and request to the relevant channel

How to hold an event, class or workshop

Members can hold events, host meetups, host affinity groups, or offer workshops.

To get help developing your workshop, contact president@acemonstertoys.org

If you are ready to go with your event, contact officers@acemonstertoys.org to get host access to the Ace Monster Toys meetup.com account.

Honor Bar and AMT Store

Hungry Makers and Hackers are no fun. Eat something.

Want something in the AMT Store? Just ask for it!

Link to Blog

Partnerships with DSC

The Department of Spontaneous Combustion operates a metalworking artist collective in Oakland. Their shop is in the M0XY art space. They are a small membership based outfit.

They have an open shop every Tuesday night. That is when you can drop in.

They also offer metal working classes.

Regional Resources

Businesses

- MacBeath Hardwood
- Ashby Lumber
- Mr. Plastics
- Neal's CNC
- Soul Mind Studios
- Tandy Leather

Local Orgs

- Circuit Launch
- M0XY
- Project Ember
- Noisebridge
- Sudo Room
- Omni Commons
- Rock, Paper, Scissors
- Hacker Moms
- Double Union

Resources

- Seeed studio
- Adafruit
- Sparkfun
- Prgmr.com
- Slack
- GitHub

We get discounts at these places

Q&A

What's on your mind?