

State of the Org Update

This new report format is designed for the officers to report to the board and the general membership. It has been formatted to align with the Org goals (2018-2020). Please note that general information about programs has been aligned with the three major goal categories. **This report closes on January Feb 10th.**

Please [see instructions](#) at the end of this document before filling it out.

Date: February 10, 2020

Reporting period: January 2020

Report prepared by:

Rachel Sadd
Executive Director

Steven Sheffield
Treasurer

Matt Cridland
Vice President

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Be intentionally inclusive

AMT strives to be a place for the growth of all kinds of people. We, as the organization, want to be engaged in a continual process of understanding how we can make people feel welcome and safe.

Actionable items to support this goal :

1. Update (done) and promote the anonymous incident report system.
2. Create media and advertising that shows a diverse range of people and projects.
3. Officers will roll out a code of conduct by end of goals period.

Incident Reporting system - **Status:** Green

Action: Update and promote the anonymous incident report system.

Owner: Rachel

Activity:

-

Representation - **Status:** yellow

Action: Create media and advertising that shows a diverse range of people and projects

Owner: Rachel

Activity:

General

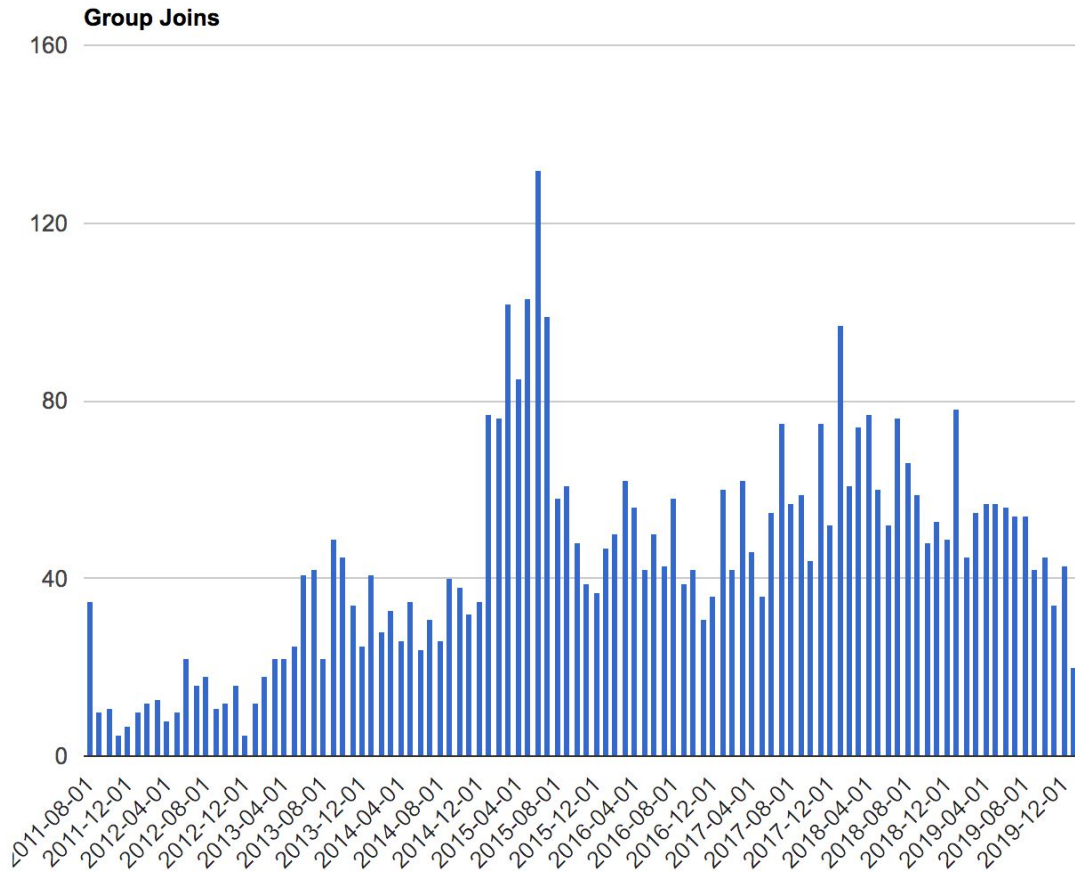
Membership Reporting

- Soft demographics reporting (based on the member directory, as of m/d/yy)
 - Men - 171 → 79.76%
 - 2% decrease
 - Women/Non-binary - 41 → 20.24%
 - slight increase %
 - POC - 14.88% (based on the visual scan, not self-identified)
 - 4% decrease

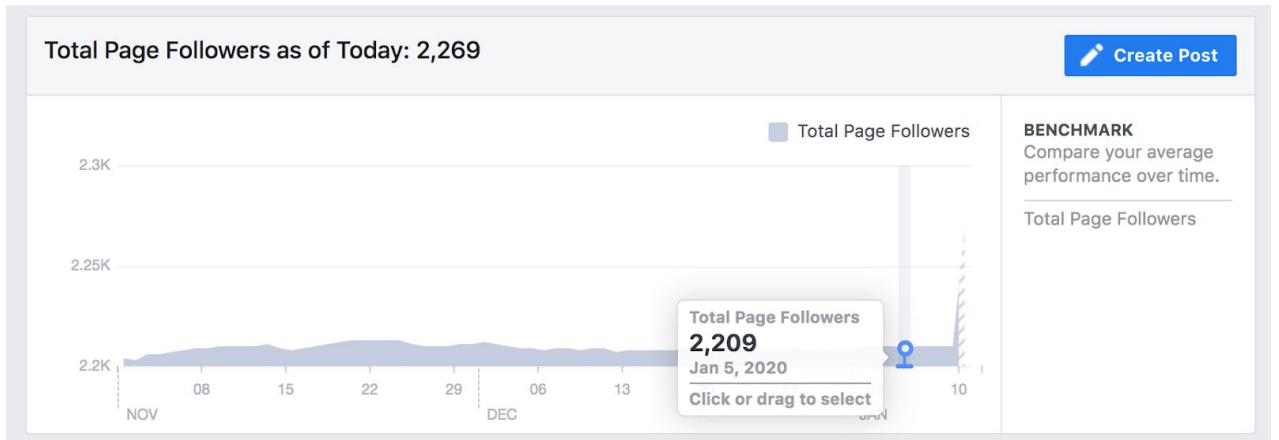
Member engagement

- Analysis of our social media reach to improve reach to more diverse people. Below are our baseline social media numbers as of m/d/yy - rs

- MeetUp.com: 4,276 members

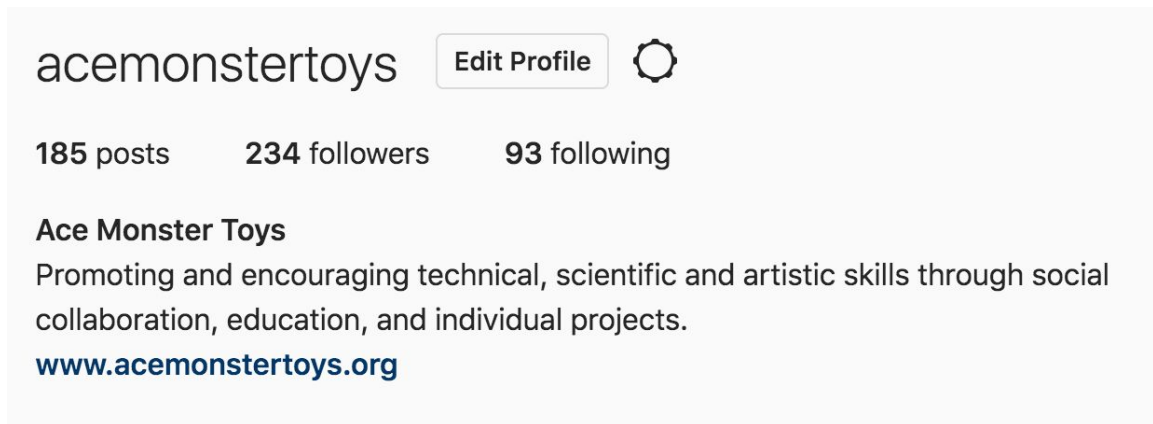


- Facebook: 2269 followers



- Twitter: 25 followers

- Instagram: 190 Followers



Support Sustainability

We want AMT to be around for the long haul as a positive force in people's lives. This means both running the org in a way that is sustainable financially and operationally, but also creating a culture in which it is easy to get and stay involved with helping run the space.

Actionable items to support this goal

1. Recruit 40 new members by November 30th.
2. Reassess and prioritize officer positions to fill, and fill positions.
3. Reduce critical single-person dependencies (critical tasks only one person knows how to do).

Nov 30 membership recruitment goal - Status: RED

Goal: Recruit 40 new members by November 30th (target 178 paying members)

Owner: Officers, ED

Activity: As of June 2018 We had 138 active paying members.

As of May 2019, we had 173 active paying members.

We currently have 156 paying members as of October 31, 2019

Officer structure - Status: RED

Action: Assess and prioritize officer positions to fill, and fill positions.

Owner: Board

Action:

- Holly resigned in November and the board has not started recruiting, some content prepared.

Reduced single-person dependencies- Status: Yellow

Action: Reduce critical single-person dependencies (critical tasks only one person knows how to do).

Owner: Crafty

Activity:

- Created 1 new leadership team, began more documentation of team process, published regularly - rs, teams

General updates

Operational/Program Related

- We are starting to **lose the ability to support programs** and need to decide how to load balance.

State of the Money (as of December 31, 2019)

The loan that had been planned for the laser was not entered into. AMT's purchase of the laser was fully funded with cash on hand and there are no plans to seek out additional capital or debt related to this laser purchase. AMT will save excess cash for the foreseeable future.

Cash on Hand

Cash and Liquidity (as of December 31st)

Estimated days of liquidity: **63 days**
daily expense: \$466

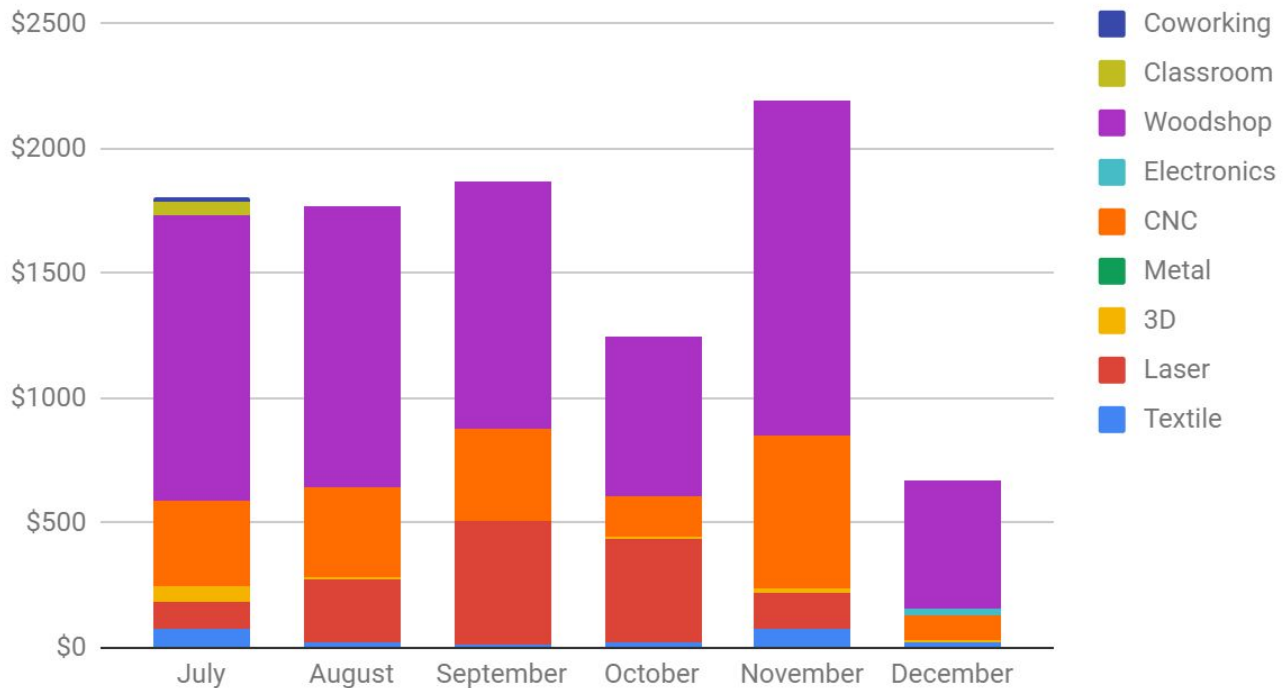
Cash and Cash Equivalents

- Spark Operating - \$177
- Paypal - \$544
- Petty Cash - \$340
- Bank of America Checking - \$13,986
- Bank of America Savings- \$15,001

Programs - Updated through December 31st

Woodshop remains the most prolific program to offer revenue generating classes.

RSVP Class Revenue



Funds available by Program

Steward reports available [here](#)

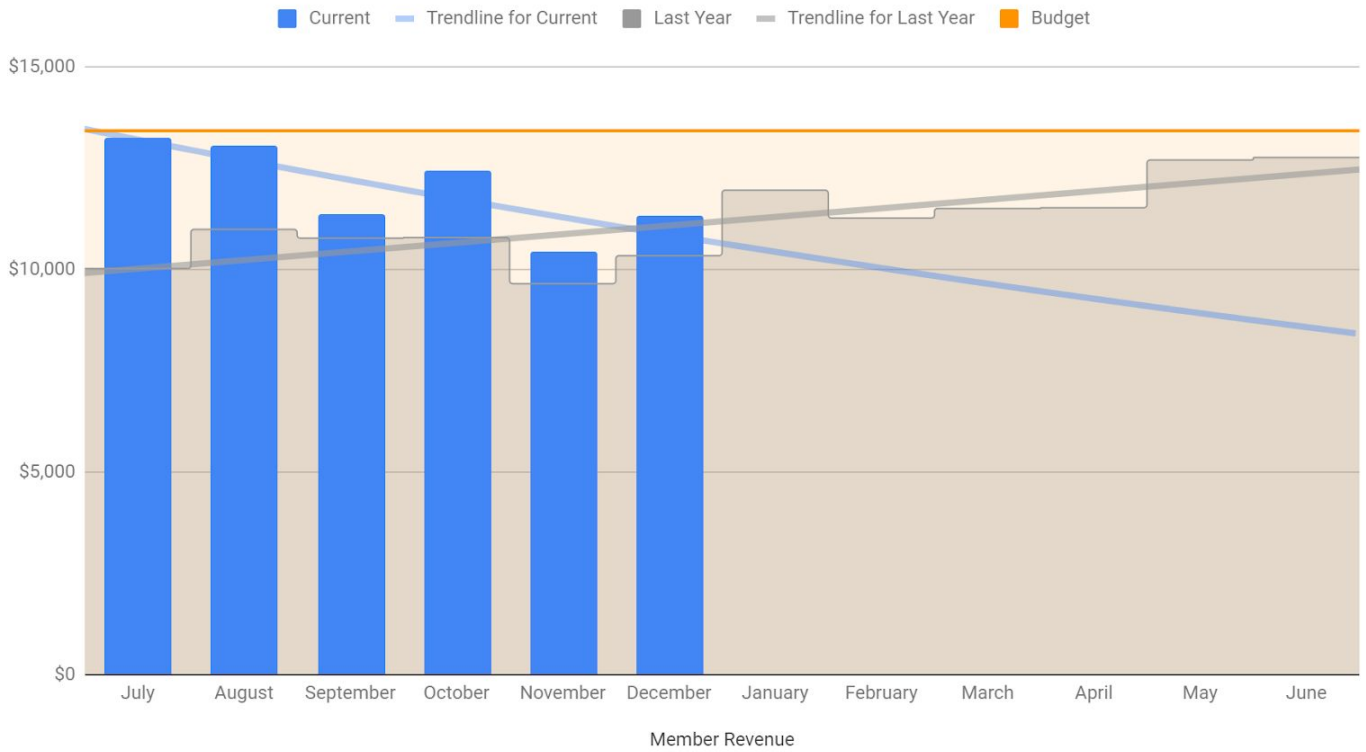
Financial Performance

Membership revenue is the most important revenue driver for AMT and **is currently trending below budget**. AMT has not earned member revenue equal to budgeted amounts in any of the first six months of the year. While member revenue is higher year-over-year in each of the last six months, the downward trend in membership revenue is concerning, especially when highlighted against last year's positive trend.

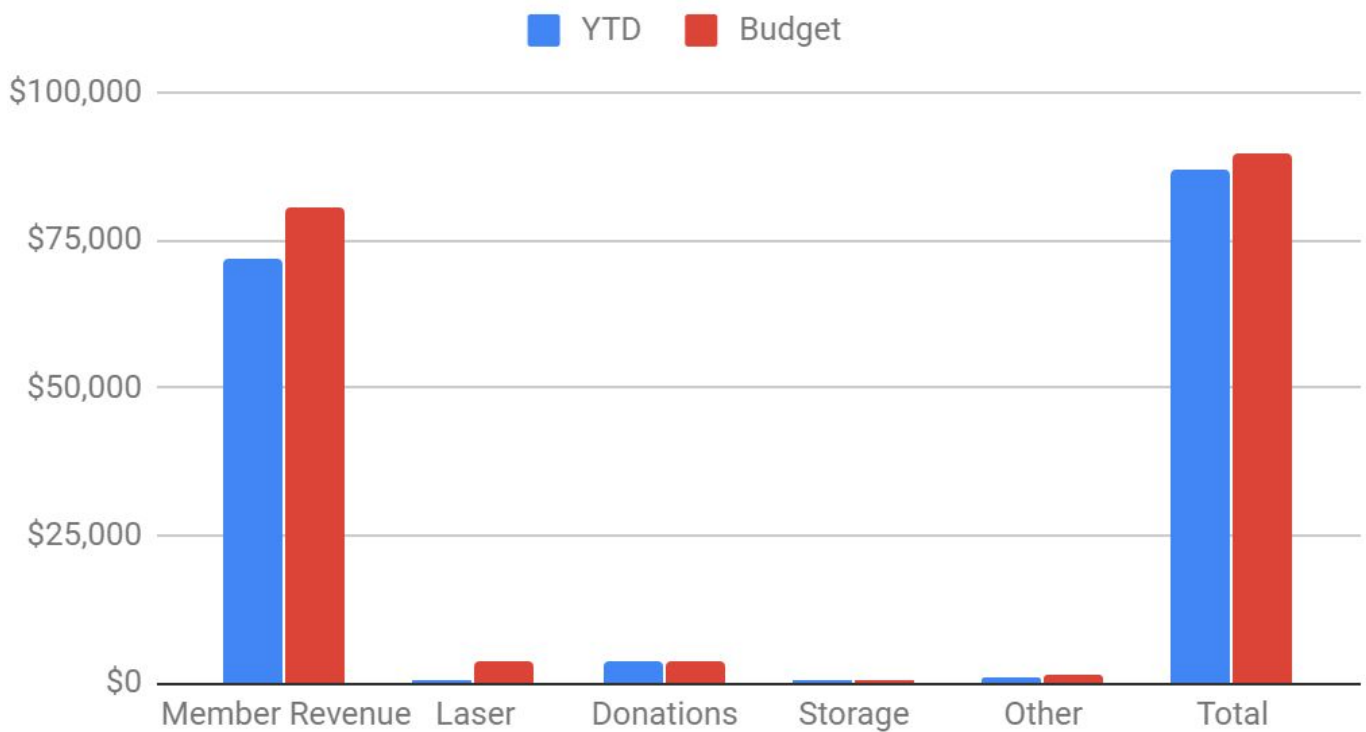
This trend may be changing as of December 2019, but we will continue to monitor this trend. In the second half of last fiscal year, revenue increased month-over-month. We are hopeful that this trend will

repeat in the second half of this fiscal year.

Member Revenue (Current vs. Last Year)



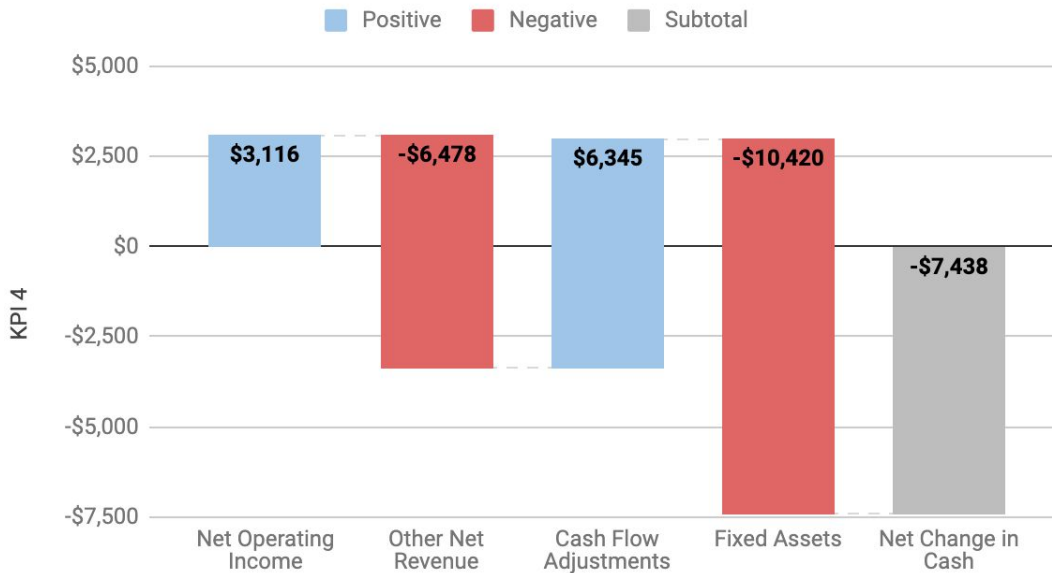
YTD vs. Budget revenue



In addition to being behind the budgeted pace in Member Revenue, both laser fees and donations are behind budget at this point in the year.

Year End Forecast

Forecast cash flow for FY20



We forecast AMT to bring in nearly \$3K (net) from operations.

This aligns Net Operating Income (revenue from memberships, classes/RSVPs, and donations, minus program and administrative costs).

Other Net Revenue represents the costs of depreciation and Cash Flow Adjustments shows the offsetting adjustment for depreciation.

We have invested money into buying a new laser and will save excess cash towards replenishing savings accounts.

We forecast to decrease our annual cash on hand by about \$7.5K.

Membership Numbers

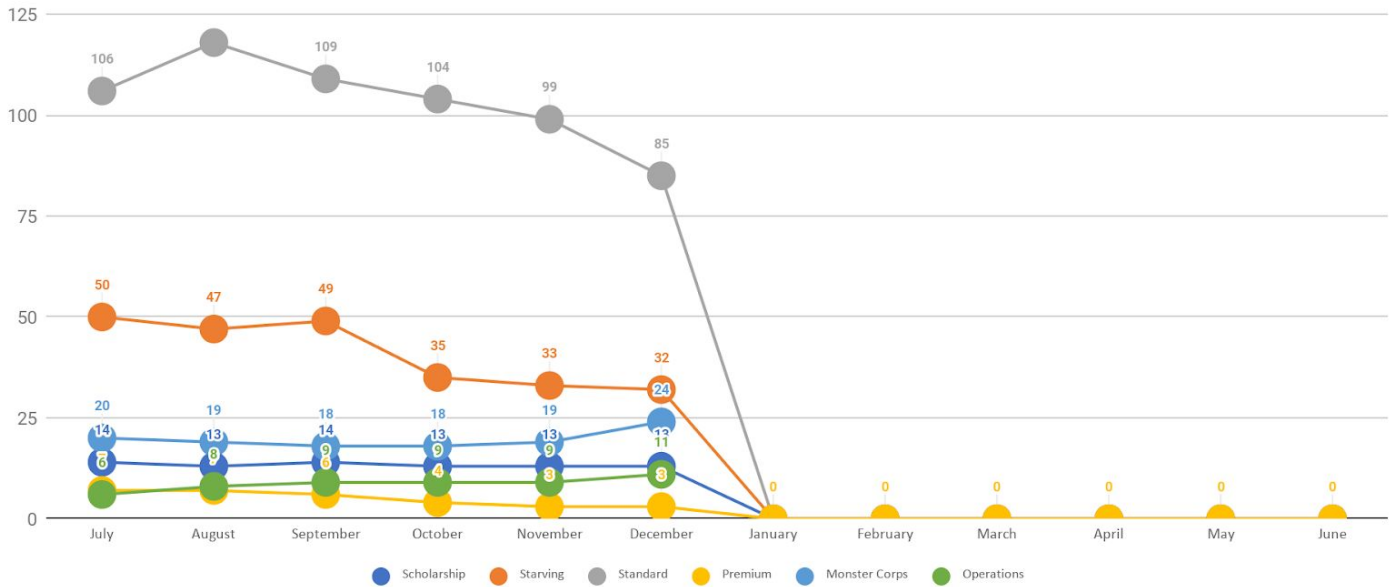
Membership

- Member Billing: 5 Outstanding overdue bills
- Data from Wordpress (as of December 31, 2019)

Scholarship	Starving	Standard	Premium	Monster Corps	Operations	Total Paying Members	Total Members
14	50	106	7	20	6	177	203
13	47	118	7	19	8	185	212

14	49	109	6	18	9	178	205
13	35	104	4	18	9	156	183
13	33	99	3	19	9	148	176
13	32	85	3	24	11	133	168

2019-2020 Fiscal Year membership trends



Strengthen our community

AMT is a space that fosters collaboration and support between members, as well as shared knowledge and responsibility for the space. “Community” is so much of what is amazing about AMT, and is also what keeps it sustainable. We want AMT to be a good member of the maker community and East Bay community.

Actionable items to support this goal

1. Continue engaging in events in the wider community, such as the Oakland library program and Hoover school project.
2. Develop more content and programs that strengthen soft-skills within the community, such as the new member orientation.
3. Create strong relationships with other groups, organizations, and spaces in the greater Bay Area.

Broad community engagement- Status: DONE

Continue engaging in events in the wider community, such as the Oakland library program and Hoover school project. *See the previous SOO for details.*

Activity:

-

General

Program development

- Metal installed new workbenches - steve berl
- Team electronics completed a month under the new structure - rs
- Team laser launched with charter + new laser installation complete after hurdles - rs
- Alex P. Came on board as the new safety steward - rs
- Sarah D. started as the hospitality steward - rs
- Greg W. started as the wide format printer steward - rs
- Connor B. returned as the IT steward under an Ops membership - rs
- 3 other new Monster Corps recruits

Complaints and incidents reports

- 2 incident reports over abuse of power - yellow card issued

Instructions

Please be mindful of these definitions when adding information to this report:

Action: Actions are directly copied from the goals

Owner: This is a person or group of people if owned by multiple groups and people be specific about what each owns

Status: This can be DONE, Deferred, Cancelled, Modified, OR colors to reflect how well it is going

Activity: This is only a list of any actions or accomplishments during the reporting period. It is **not** noted about what needs to be done or plan. Any action should only be listed one time in this report. So if you did XYZ choose what goal to tie it to. Please, initial entries.