

Artisan's Asylum Board of Directors  
*Year in Review*

# Big Picture

- Your board:
  - Jesse Baerkahn (appointed)
  - Gui Cavalcanti (elected, Asylum founder)
  - Calvin Domenico (elected, Asylum member)
  - Aaron Falk (elected, Asylum member)
  - Mimi Graney (elected)
  - Gretchen Greene (appointed)
- Board met about every month
  - I chaired the meeting
  - Meetings tended to run about 4 hours
  - All decisions were unanimous (of those in attendance)

# Big Picture (2)

- Major efforts:
  - Budget
  - Policies
  - Bylaws Revision
- Along the way
  - Gui stepped down from operations; Molly stepped up
  - Acquired Building 13
  - Added two new board members
  - Held a retreat to consider what we should be doing
  - Doors stayed open, lights on, no one killed

# Budget & Financials

- Started with no budget; irregular chart of accounts
- Appointed Mimi as treasurer
  - Conducted a deep financial review
- Searched for CPA for tax filing & consulting, bookkeeping
- Developed P/L, chart of accounts, budget
- Approved 2013 budget
- Approved key capital expenditures & agreements
  - CNS plasma cutter, band saw, planer

# Created & Approved Policies

- Financial controls
- Employment policies
- Conflict of Interest

# Reviewed Contracts & Agreements

- Leases
- Member agreement
- Workspace license agreement
- CEMMI

# Building 13

- Decision to lease
- Developed buildout strategy, financial model
- Approved budget for buildout

# Staffing

- Approved staff restructuring
    - Gui’s LOA
    - Molly to ED
    - Gui’s transition into & out of Development role
  - Approved job descriptions for key staff
    - Education Coordinator
    - Communications & Publicity Coordinator
    - Facilities Manager
    - Customer Services Coordinator
    - Director of Development
- Later merged into  
“Programs &  
Marketing  
Coordinator”

# Safety

- Established a safety officer
  - Eric Van Dyke
  - Now part of Facilities Mgr roll
- Regular review of incidents & improvement plans

# New Board members

- Interviewed several candidates
- Brought Jesse & Gretchen onto board

# Other Significant Actions

- Project Hexapod
  - Worked with project team to move from Asylum class to an LLC
  - Negotiated agreement with project team to take responsibility for safety, liability, insurance, rent, storage
- Approved fee changes
  - Membership & space rental
- Greentown Labs
  - Approved strategy for pursuing short term space
  - Negotiated draft agreement