

State of the Org Update

This report format is designed for the officers to report to the board and the general membership. **This report closes on September 10th.**

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

Date: September 10, 2020

Reporting period: August 2020

Report prepared by:

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Executive Director

Steven Sheffield
Treasurer

Matt Cridland
Vice President

Cela Grady
Chairperson of the board

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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.

Deliver on our BLM Promises

Support calls for the demilitarization of police and a racially-equitable justice system.

- More work is need to develop a strategy and plan for this that is ongoing - rs

Donate sani-stations to businesses in Oakland that are rebuilding

Continue to provide PPE to marginalized communities

- Started conversations with Segore Te Land trust and Homies Empowerment

Add anti-racist courses to our education programs

- Negotiated a MOU for education development launching in October

Representation - **Status:** yellow

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

Owner:

Activity:

- Rachel gave up ownership of this task as re-opening is dominating her time

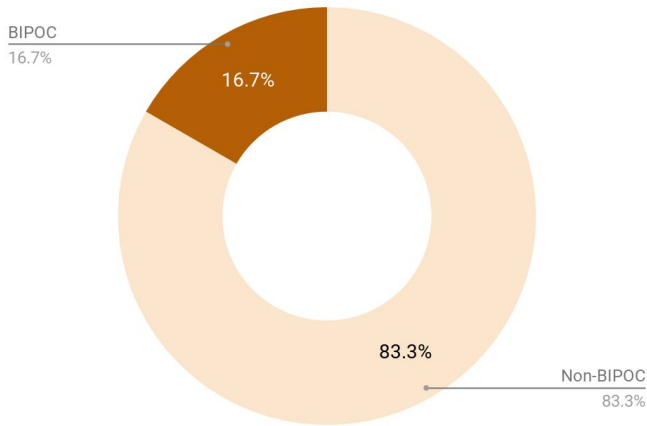
General

Membership Reporting

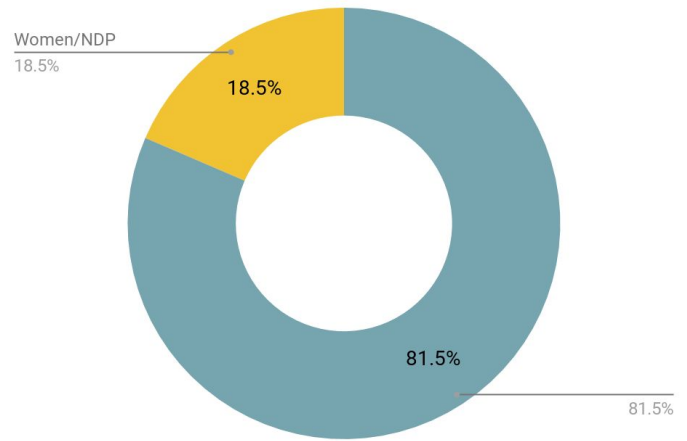
Please note this area was not updated this month. We need a more automated way of reporting.

- Soft demographics reporting (based on the member directory, as of **9-1-20**)

Soft Demographics: Race



Soft Demographics: Gender Identity



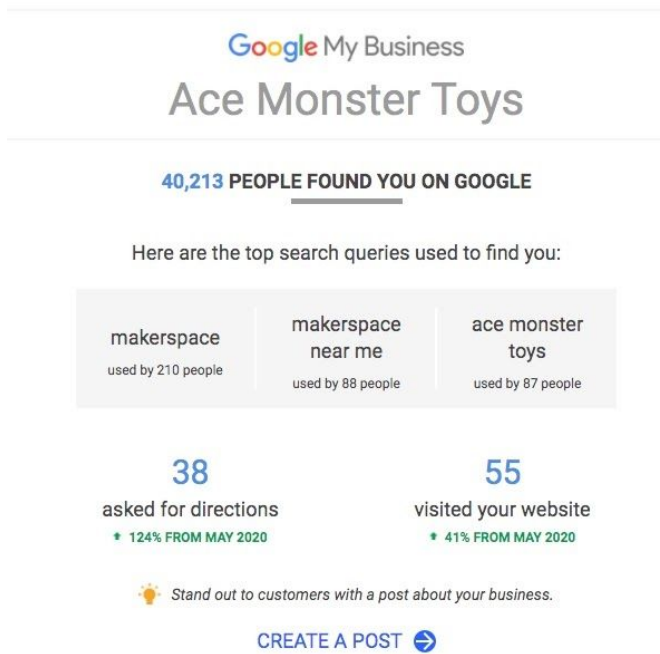
Member engagement

Internal Member Engagement

Numbers unavailable due to lack of resources to track it.

Social Media

- Analysis of our social media reach to improve reach to more diverse people. Below are our baseline social media numbers as of **[9-1-20]** - rs
 - Google Business



- Facebook: 2291 followers
- Twitter: 42 followers

- Instagram: 273 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.

Reduced single-person dependencies- Status: Yellow

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

Owner: Crafty

Activity:

- Began a service request and communications distribution among officers. This included footage review. - mc, rs, mc
- One How-to Operations wiki post published - rs

General updates

Board Restructuring

- The board is currently in a “reform & reorganize” phase. We need to
 - recruit board members
 - fill key officer positions
 - establish a framework for the board for operating
 - The board needs to gain a deeper understanding of how Ace works and the capacity of the organization now so that we can make informed plans and decisions to get us to the future

Recruiting (board activity)

- 2 board candidates (waiting for them to accept)
- 1 promising secretary candidate.
- 3 inquiries into board position from VolunteerMatch.
- 2 inquiries about secretary role from VolunteerMatch.
- Began seeking more active recruiting methods and transitioning way from the passive “post an opening” format. Currently considering:
 - **Targeted recruiting:** In addition to online posts, we are looking for candidates through other channels (alumni networks, bay area groups, local non-profits) and proactively identify and approach individuals and groups that are possible leads.
 - **Role “rebranding”:** We legally need a Secretary officer for the organization but we can consider a different working title and job description that more closely reflects what the position does and the benefits for the officer. Rebranding and re-posting key roles may help with recruiting.

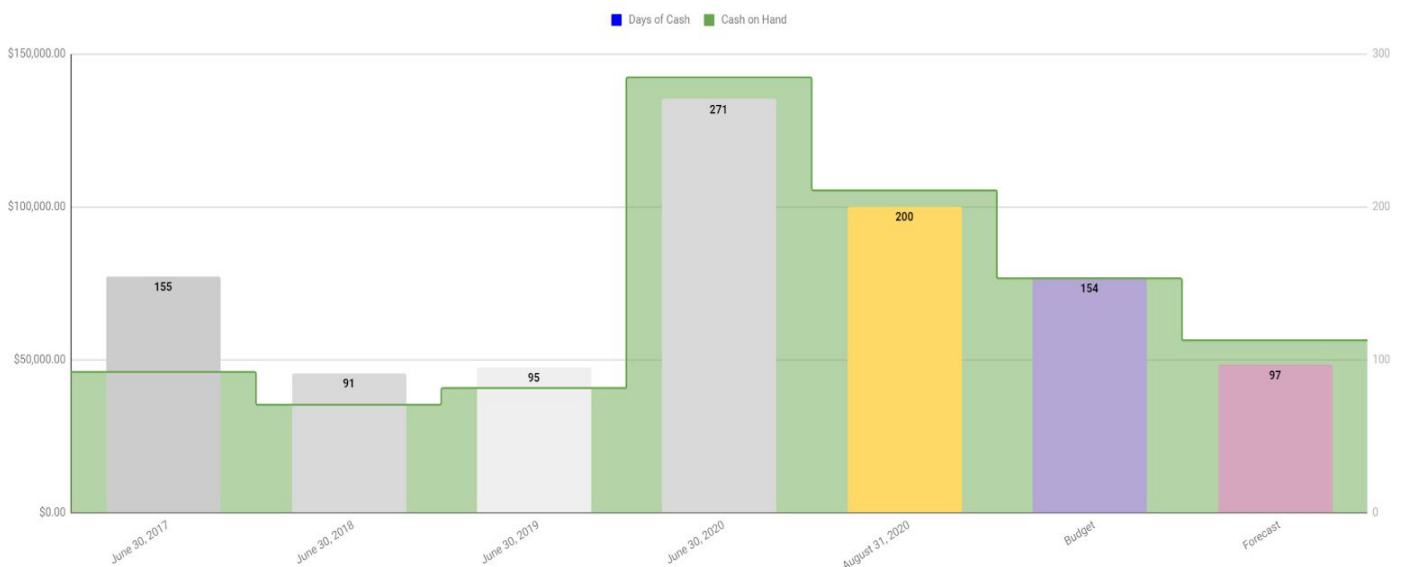
Operational/Program Related

- Restarted honor bar and honor store - rs
- DBA application completed - rs, cg
- New Editorial calendar in asana begun use on a trial bases - rs
 - Three email campaigns sent
 - Member Newsletter and Updates - Members
 - Covid Safety Update - Members
 - We're Open - Members that left since April
- COVID-19 Safety Program
 - Recorded Training - Editing underway (Bob M) - rs
 - Members suggested creating a manual and volunteered to do the work (Chris Bradley) - rs

State of the Money (as of August 31, 2020)

Cash on Hand

Days of Cash and Cash on Hand



- Current cash balance: 200 days
- Year end liquidity (as budgeted): 154 days
- Year end liquidity (as forecast): 97 days
- *daily expense: \$526*

Cash and Cash Equivalents

Cash Ledger	Last Year	Current	Change
	6/30/2020	08/31/20	
Checking (Spark)	\$0.00	\$0.00	0.00
Checking (BoA)	\$12,079.35	\$22,382.98	10,303.63
Paypal	-\$936.02	\$5,771.41	6,707.43
Petty Cash	\$189.00	\$189.00	0.00
Savings (Spark)	-\$0.01	-\$0.01	0.00
Savings (BoA)	\$125,002.42	\$95,003.32	(29,999.10)
	\$136,334.74	\$123,346.70	(12,988.04)
Restricted Cash	\$16,606.57	\$17,913.92	1,307.35
Unrestricted Cash	\$119,728.17	\$105,432.78	(14,295.39)

*\$17,913.92 is restricted (as of June 30) for COVID-19 Relief Fund because the money was donated for that purpose.

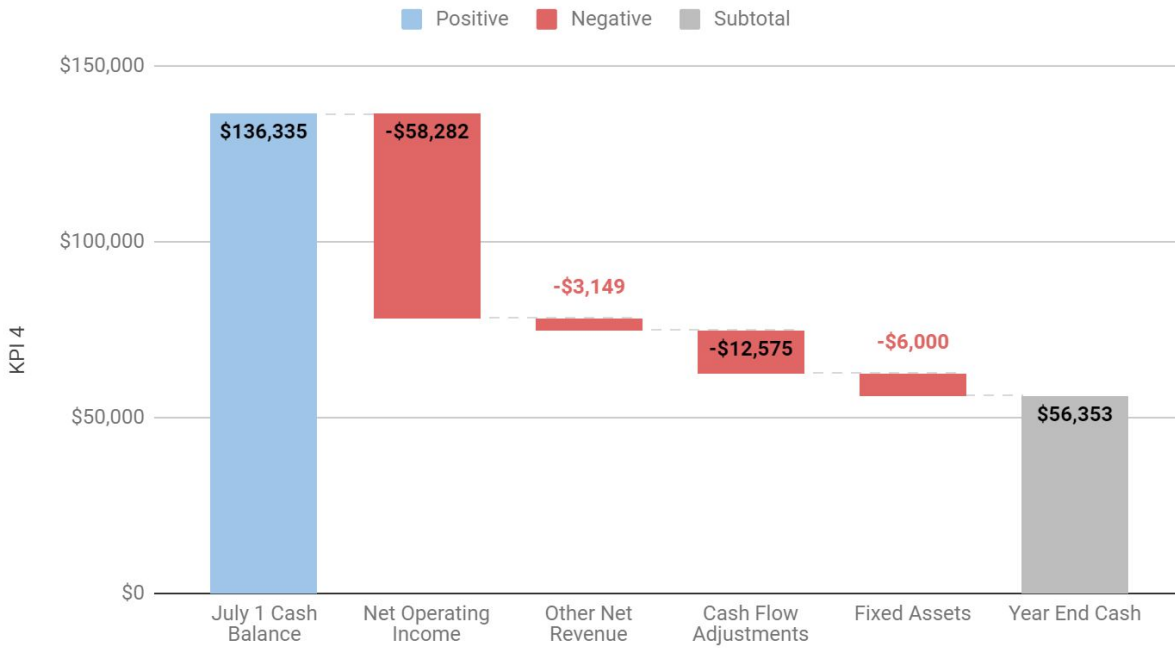
Programs

Funds available by Program

Steward reports available as a standalone [wiki](#) page.

Year End Forecast

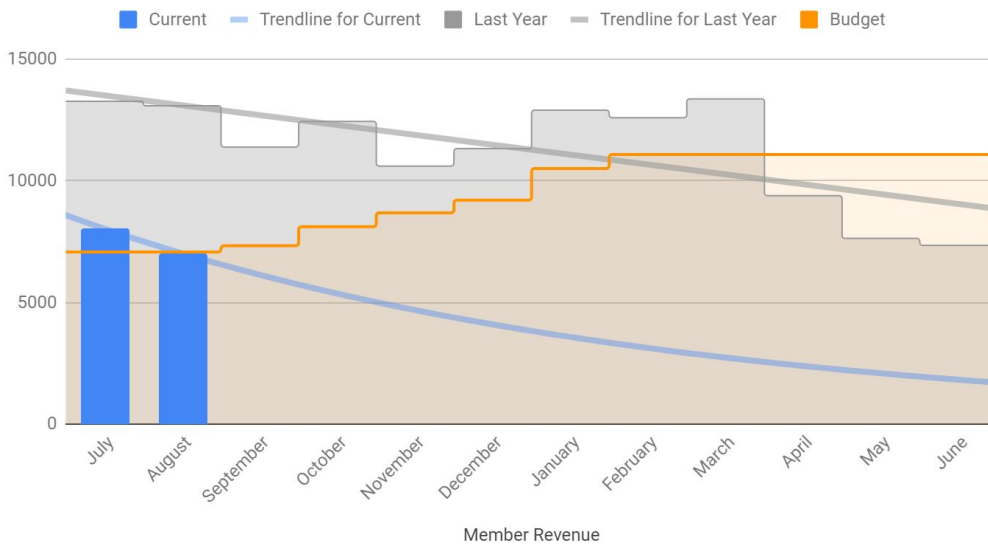
Forecast cash flow for FY21



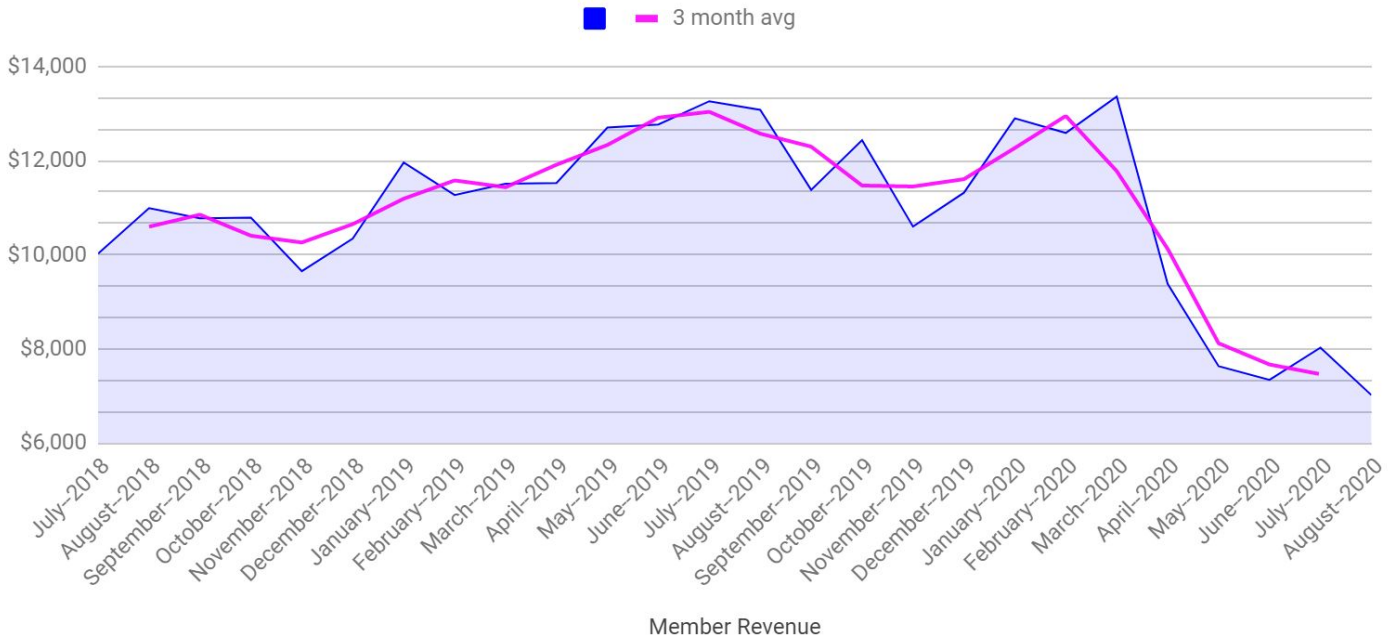
Ace is forecast to lose about \$80K this year, ending with \$56K cash on hand.

Membership Revenue

Member Revenue (Current vs. Last Year)



Membership revenue since July '18



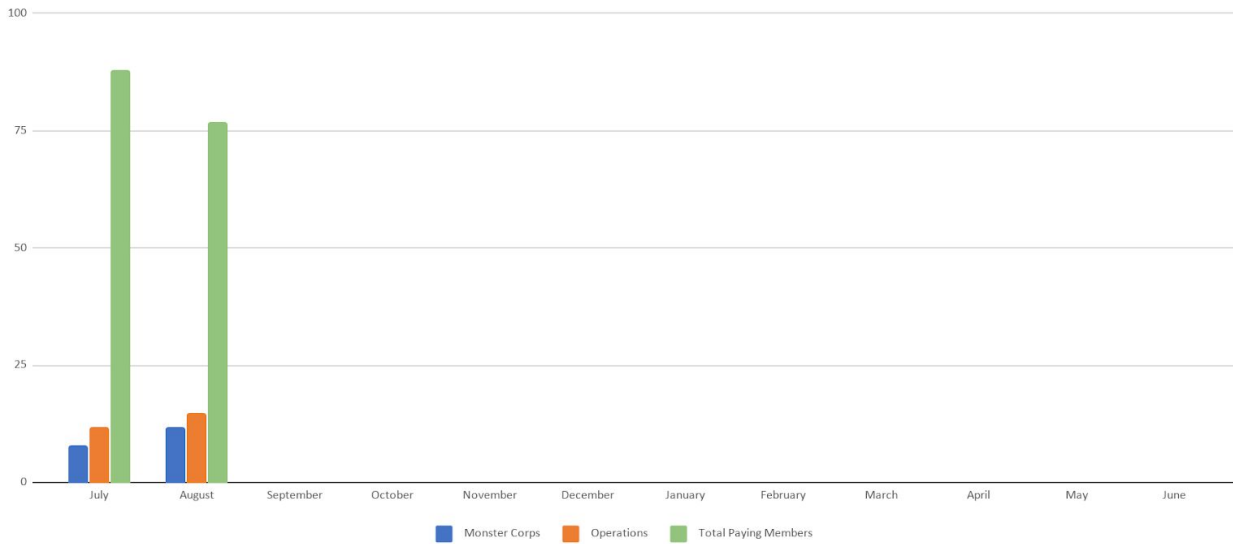
Membership Numbers

Membership

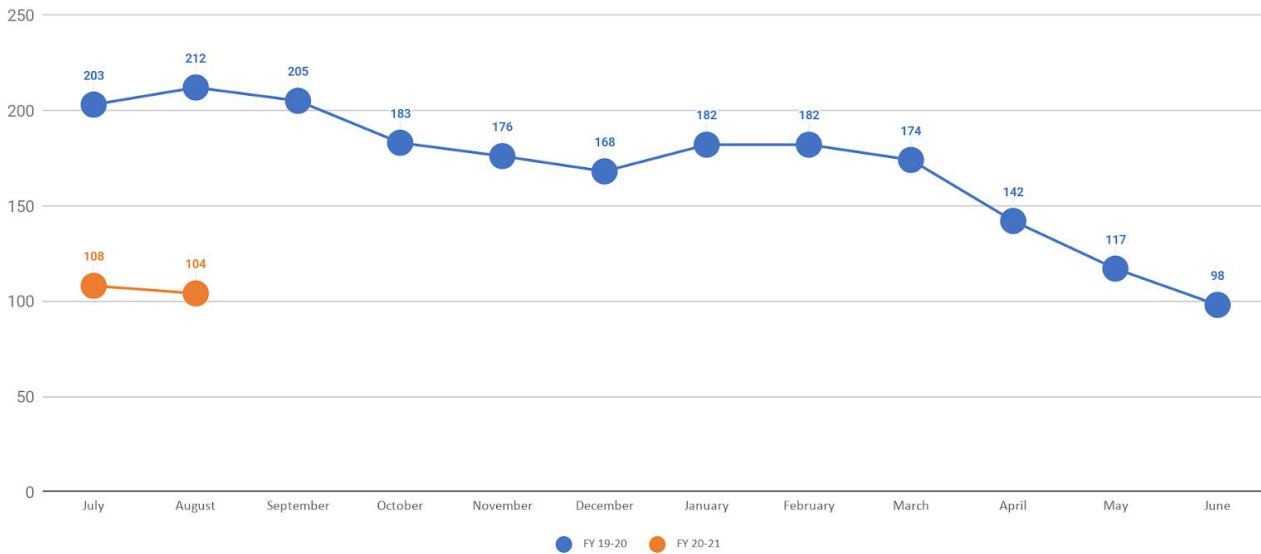
- Member Billing: 5 Outstanding overdue bills
- Data from Wordpress (as of September 1, 2020)

	Scholarship	Starving	Standard	Premium	Monster Corps	Operations	Total Paying Members	Total Members
July	6	16	59	7	8	12	88	108
August	4	15	52	6	12	15	77	104

Paid vs Monster Corps / Ops Memberships
2020-21 FY



Membership Year-Over-Year



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.

General

Program development

This reporting has been divided into 3 sessions related to reopening and C19 related restructuring. Some analysis should be done about what meaningful reporting might be for program development

Program and initiatives being restructured

- Opening Updates - All areas have been opened to new members
- Migrating to Eventbrite for event and class management continues
 - Need to set up payout to our bank
- Worked 1:1 with Colm developing a new maintenance methodology for the shop
- Recruited Shaun to cover for Colm while he is out of town for Sept and October
- Storage offering restructured to include a trial offering of Project Storage (see wiki)

New program and initiatives being developed

- New camera system installed - 90% done
- New network infrastructure - 90% done
- New Occupancy Tracking System - v1.2 released, next versions under development
- Oakland Community PPE (new program) - Set up 1.0 complete, product restarted, 2.0 set-up in flight
- Basic Research completed on Idigeous Makers Residency Program

Complaints and incidents reports

- No official complaints
- New complaint form developed: <https://forms.gle/Ez4ixyNEiZkFsneUA>

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.