

# How Ace Makerspace works



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

# Agenda

- Welcome and Introduction
- The Social Contract
- Ace and COVID
- Dues and Contributions
- How to find information and help
- Ace Systems and Platforms
- Classes and certifications
- Beyond Dues - Trash, storage, billing, and more
- Extras
- Q & A

# Welcome

# **The Ace Makerspace mission**

*“Bringing people together to create, learn and solve life’s challenges with an amazing array of tools, technology, and project-based education. All in inclusive spaces serving everybody in Oakland and beyond.”*

# **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 360° 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. ACE 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

# What to do/say when things break

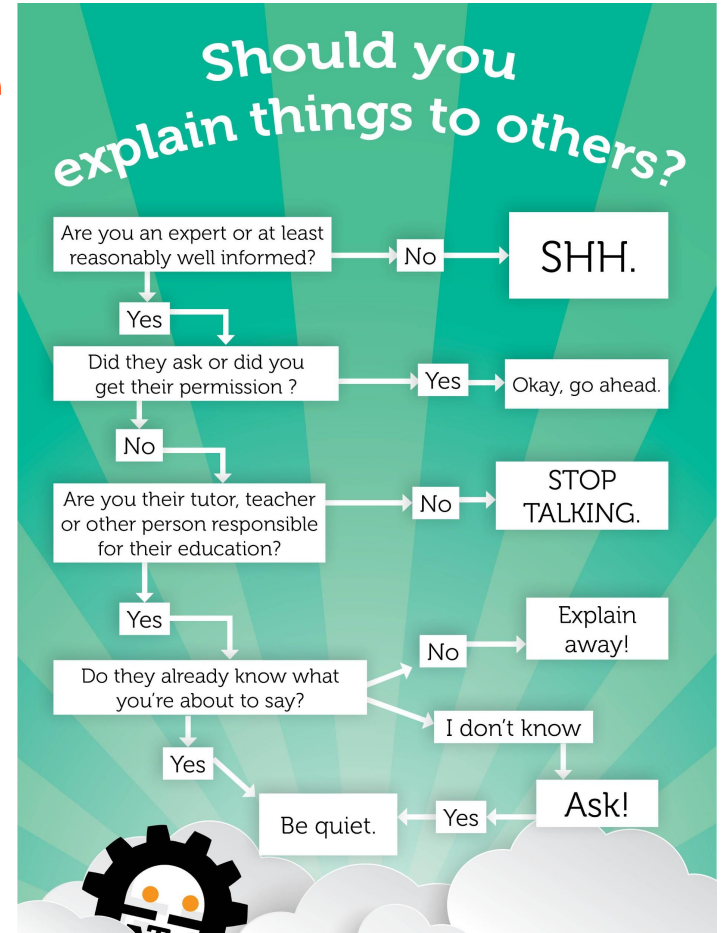
Use one of the signs to mark the tool as Down

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.

# No Makersplaining rule

- Sharing knowledge is part of the Ace Makerspace magic
- Permission is everything
- “No” is a great answer sometimes.



# Talking to each-other about safety

At ACE, 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 ACE culture. Some of the best lessons learned are from when things don't go well.

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

ACE 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.

# **ACE and COVID**

# Guest Policy

**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.

**Members have these Guest Privileges and Responsibilities**

- 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
  - Babies do not belong in Metal, Workshop, or Laser
  - Kids must be able to mask and be vaccinated

# Masks at Ace Makerspace

*Masks have proven to be effective in stopping the spread of the virus\**

## When you must wear a mask at Ace Makerspace



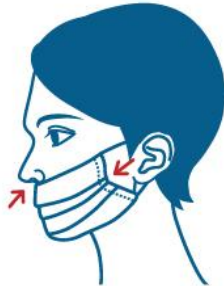
**Any time** an instructor requires it for class



**Momentary exceptions** - Taking a drink of water, replacing your mask. Take precautions and sanitize properly.



# How to properly use a mask

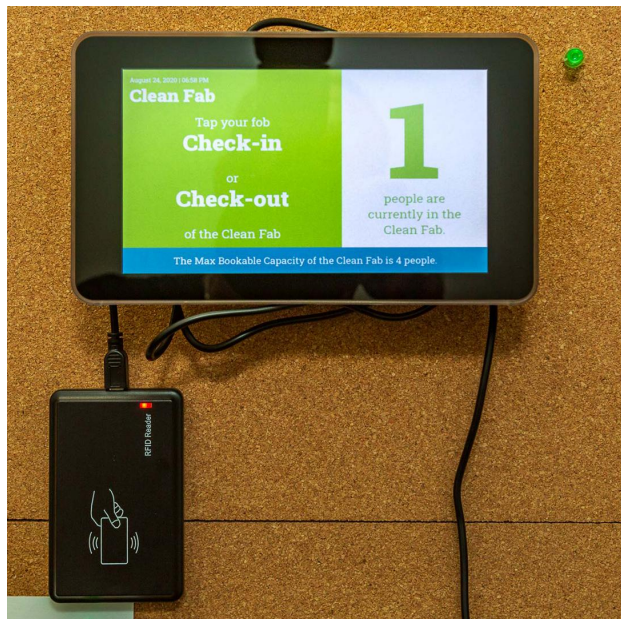


*Masks are contaminated when they are wet, touched by other people, or dirty*

- Contaminated reusable masks can be store in a plastic bag until sanitized
- Disposable masks can be thrown away

***In both cases get a new mask if you want to stay in the space.***

# How to check-in /check-out



Everything works on your fob.

Basic rules:

- If you can't check-in, don't go in!
- You can only fob in for yourself at this time. We are working on Guest Check in. if you are bringing a guest please leave a note by the check in station (1 Guest in the space too)
- You cannot check in more than 5 min. before your reservation **OR** if the space is at max. Capacity
- Your reservation expires if you don't check in, in the first 15 min
- You must check out to make the spot available for another user
- You will get a lot of annoying notifications if you haven't checked out once your reservation has expired.
- You can only check into a room 1x at a time.



# **Dues and contributions**

# The signs up process

## Online



### Pay Dues

Create an account on [acemakerspace.org](http://acemakerspace.org) by paying dues



### Fill out Forms

Acce DocuSign form links on My Account page or via email links



### Complete Profile

Add a good photo to your Wordpress Profile

## In Person



### Pick up Fob

Using the code emailed or at a tour or orientation



### New Member Orientation

Optional. But really good to do. If you are seeing this slide during a workshop, good job!

## Via Email



### Activate Fob

Follow the instruction that come with the fob to email your fob number in.

At next opportunity a staff member will check that your account is ship shape and wire up your fob.

New members get a confirmation email at this point.

# How dues and contributions 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 ACE possible

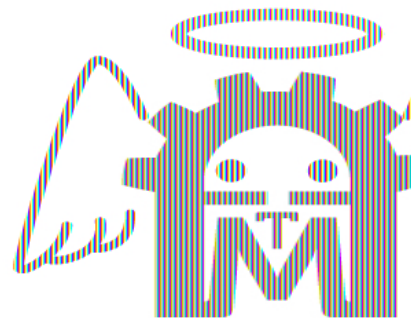
- All members are expected to contribute regularly
- There are lots of ways to contribute
- Accountability is a thing

## 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](#)

# **Planning your space time**

# 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).

# Did we mention sharing is hard?

Consider the following when planning your space time:

- Is there already a class scheduled in that space?
- Has somebody called dibs so that it is quiet enough to teach in an adjacent space?
- Has somebody called dibs on the tool already?
- Is your project going to dominate the space?
  - Remember to be transparent?
- Has somebody else announced a big old project in the space?

# **How to find information and help**

# Expectation of service

There are lots of great folks involved with running ACE and providing member services.

These are some things you should expect.

- The 24 to 48 hour rule when asking for non-emergency help!
- Leaders and staff are member's too. Please check in to see if they are working before expecting service.
- There is only staff in limited hours.

## 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
- Fob Activation

# Who can help



Members

- Widest range of knowledge
- Largest number of people = most availability



Instructors

- Tool education
- Information about offerings
- Specialized information
- Limited availability



Stewards

- Program specific help
- Tool help
- Limited scheduled availability



Officers

- Account help
- Systems troubleshooting
- Reporting
- Emergency help
- Limited availability
- Office hours
- officers@ email or @officers on slack



Directors

- General information
- Advisory roles
- Monthly meeting
- board@ email or @board on slack

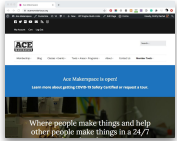
# In Space

There are a variety of regular communications in the space

- Whiteboards
- Info packs
- Notification unicorn

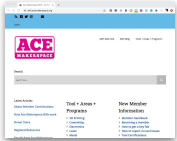


# Where the information is



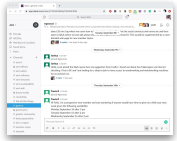
## Ace Makerspace Website

- Simple clean information
- Member Tools
- Blog
- Member Accounts and profiles
- Calendars



## Ace Makerspace Wiki

- Detailed information
- Logs
- How-to's



## Ace Makerspace Slack

- Archive, files and pictures
- Conversations
- Announcements



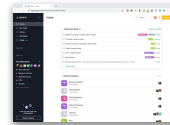
## Ace Makerspace Emails

- Detailed specific information
- Bills
- Legal notices



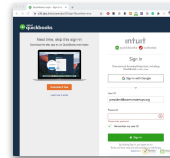
## Ace Makerspace On-site

- POOT Stations
- Whiteboards
- Notification Animals



## Asana - Ace Workspace

- Operations Management
- Plans
- Assignments
- Software Development



## Quickbooks

- Detailed financial records



## Ace Makerspace Github

- Codebase for custom Ace hardware and software

# **Classes and certifications**



# Calendar and Meetup.com

**Ace Makerspace Community Calendar**

Today 4 March 2022 Print Week Month Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27 10am Woodshop Tools Jr	28 7pm Laser Basics and Cc 7pm Shop Closed - Work	29 7pm Laser Basics and Cc 7pm Hardware Setting B 7pm Ace Makerspace Toi	30 7pm 3D Printing Open L 7pm New Member Work 7pm Ace Makerspace Toi	31 12pm Woodshop Tools Jr 8am Closed For Cleaning 5pm ACE @ Oakland Fin	1 10am Multi-wood Cutting 10am ACE Metal Shop Bu 10am New Member Work 11am Speciality Cutting T +2 more	2 10am Woodshop Tools Jr
6 10am Dykes with Drills: 3pm Multi-wood Cutting	7 7pm Laser Basics and Cc 7pm Sewing and Textiles	8 7pm Laser Basics and Cc 7pm Hardware Setting B 7pm Ace Makerspace Toi	9 7pm Metal Lathe Basics 7pm Ace Makerspace Toi	10 7pm Design Fundamentals 7pm Laser Open Lab: Tr 7pm Friday Night Art: Ai	11 8am Closed For Cleaning 10am Beginning Sewing: 11am Solid Wood Cutting 2:30pm Hello Stitch Texti 3pm Wood Lathe 2 - Bow	12 8:30am Speciality Cutting 10:00 AM Multi-wood Cutting Board Workshop
13 10am Woodshop Tools Jr	14 7pm Laser Basics and Cc 7pm Wood Lathe Basics	15 7pm Laser Basics and Cc 5:30pm SHOP CLOSED: 7pm Ace Makerspace Toi	16 7pm Metal Lathe Basics 7pm Ace Makerspace Toi	17 7pm Design Fundamentals 7pm Laser Open Lab: Tr 7pm Friday Night Art: Ai	18 8am Closed For Cleaning 10am Beginning Sewing: 11am Solid Wood Cutting 2:30pm Hello Stitch Texti 3pm Wood Lathe 2 - Bow	19 8:30am Speciality Cutting 10:00 AM Multi-wood Cutting Board Workshop
20 10am Woodshop Tools Jr	21 7pm Laser Basics and Cc 7pm Wood Lathe Basics	22 7pm Laser Basics and Cc 5:30pm SHOP CLOSED: 7pm Ace Makerspace Toi	23 7pm Metal Lathe Basics 7pm Ace Makerspace Toi	24 7pm Design Fundamentals 7pm Laser Open Lab: Tr 7pm Friday Night Art: Ai	25 8am Closed For Cleaning 10am Beginning Sewing: 11am Solid Wood Cutting 2:30pm Hello Stitch Texti 3pm Wood Lathe 2 - Bow	26 8:30am Speciality Cutting 10:00 AM Multi-wood Cutting Board Workshop
27 10am Woodshop Tools Jr	28 7pm Laser Basics and Cc 7pm Wood Lathe Basics	29 7pm Laser Basics and Cc 5:30pm SHOP CLOSED: 7pm Ace Makerspace Toi	30 7pm Metal Lathe Basics 7pm Ace Makerspace Toi	31 7pm Design Fundamentals 7pm Laser Open Lab: Tr 7pm Friday Night Art: Ai	1 8am Closed For Cleaning 10am Beginning Sewing: 11am Solid Wood Cutting 2:30pm Hello Stitch Texti 3pm Wood Lathe 2 - Bow	2 8:30am Speciality Cutting 10:00 AM Multi-wood Cutting Board Workshop

Events shown in time zone: Pacific Time - Los Angeles

## Upcoming New Member Workshops!



Thursday,



Thursday, March



Saturday, March 12



Thursday, March

About Events Members Photos Discussions More Manage group Create event

List Calendar

**March 2022**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 10:00 AM Woodshop Tools Intensive	28	1 7:00 PM Laser Basics and Certification	2 12:00 PM Woodshop Tools Intensive 7:00 PM Hardware Setting Basics 2 more events	3 12:00 PM Woodshop Tools Intensive 7:00 PM New Member Workshop	4 12:00 PM Woodshop Tools Intensive 5:00 PM Ace @ Oakland First Friday!	5 10:00 AM Multi-wood Cutting Board Workshop
6 10:00 AM Sewing Tray Workshop	7	8 7:00 PM Sewing and Textiles Open Lab 7:00 PM Laser Basics and Certification	9 7:00 PM Hardware Setting Basics 7:00 PM Ace Makerspace Tour	10	11	12 8:30 AM Speciality Cutting Tools 10:00 AM New Member Workshop 3 more events
13 10:00 AM Woodshop Tools Intensive	14	15 7:00 PM Laser Basics and Certification	16 7:00 PM Ace Makerspace Tour 7:00 PM Metal Lathe Basics	17 7:00 PM Laser Open Lab: Troubleshooting Your Project 7:00 PM Design Fundamentals for Laser Cutting	18 7:00 PM Friday Night Art: Acrylic Painting	19 10:00 AM Beginning Sewing: Box Bottom Tote Bag 11:00 AM Solid Wood Cutting Board Workshop
20 10:00 AM Woodshop Tools Intensive	21 7:00 PM Wood Lathe Basics	22	23 7:00 PM Ace Makerspace Tour	24 7:00 PM New Member Workshop	25 7:00 PM Wood Lathe 2 - Bowls	26 8:30 AM Speciality Cutting Tools 10:00 AM Sewing 101 Bootcamp 2 more events
27 10:00 AM Woodshop Tools Intensive	28	29 7:00 PM Laser Basics and Certification	30 7:00 PM Ace Makerspace Tour 7:00 PM Electronics Night	31	1	2

# 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

Testing out for certification is no longer possible. The program was not sustainable.

# How to request a class

See the [course catalog](#) for the list of what we teach!

## Method A

- Ask for the class on the relevant channel
- Email [info@acemakerspace.org](mailto:info@acemakerspace.org)

This may or may not work. It is just a request and all requests are dependant on instructor availability.

## Method B

Classes usually require a minimum of 3 people to run.

- Find 2 or more other people, including members who want the class
- Coordinate with them privately, and find at least 2 dates you all can make
- Post the request with everyone's names on 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 [rachel@acemakerspace.org](mailto:rachel@acemakerspace.org)

If you are ready to go with your event, contact [officers@acemakerspace.org](mailto:officers@acemakerspace.org) to get host access to the Ace Monster Toys meetup.com account.

# **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

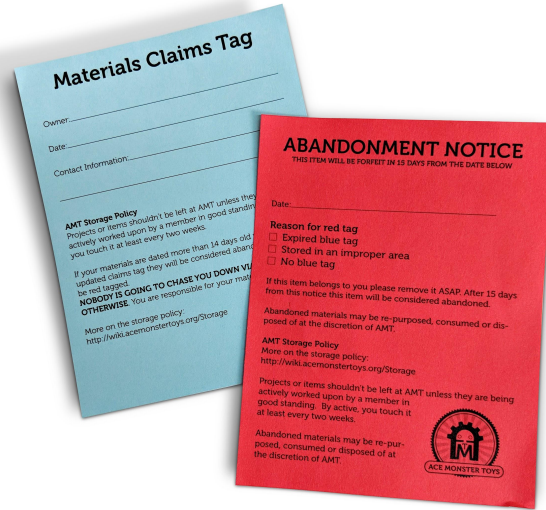
- A paid janitor comes in 2x per month
- They only clean the basics
- Expect to clear whatever room they are cleaning without debate.



# Storage

## How to use Ace Storage

- Members can store things in all basic member storage areas for FREE
- There is a two week limit (extensions possible)
- Store things in designated areas only
- Red tags are no joke
- Blue tags are only a little magic
- Project storage is special



## How NOT to Use Ace Storage

- To store your stash of materials you “might” want to use
- Store hazardous chemicals
- Store project you won't finish in a known time
- Bogart an unreasonable amount of time

# Consumables

ACE 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

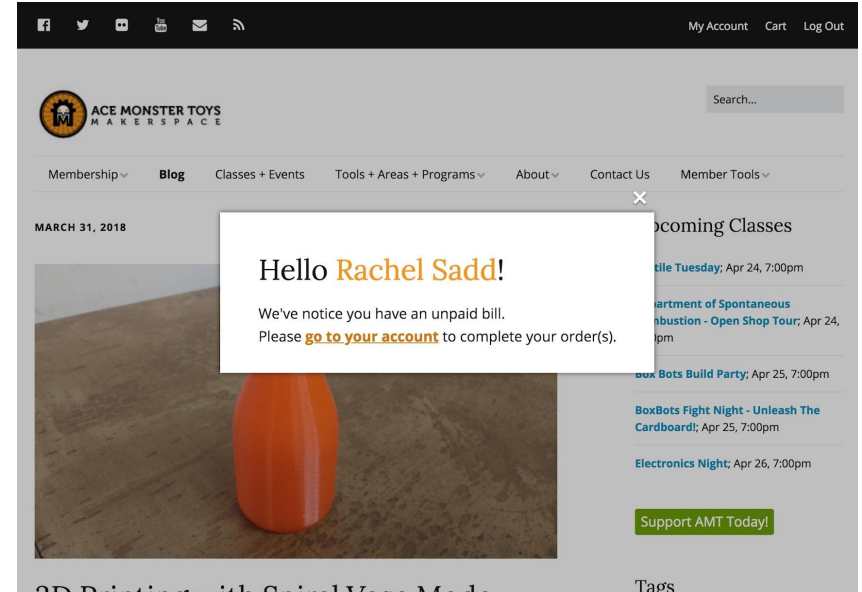
Bills are sent out regularly for the laser and the honor bar.

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.



# Donations and tool loans

ACE loves donations!

Cash donation can be made on-site.

We can take digital donations on the ACE Store.

Donations of stuff must be approved... obtaining 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 ACE 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 ACE doesn't end up responsible for tools and individuals don't end up responsible for people who use the tools.

[Tool Lending Wiki Page](#)

# Honor Bar and ACE Store

Hungry Makers and Hackers  
are no fun. Eat something.

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



[Link to store](#)



# 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.

# Extras

# Regional Resources

## Businesses

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

## Local Orgs

- Circuit Launch
- 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

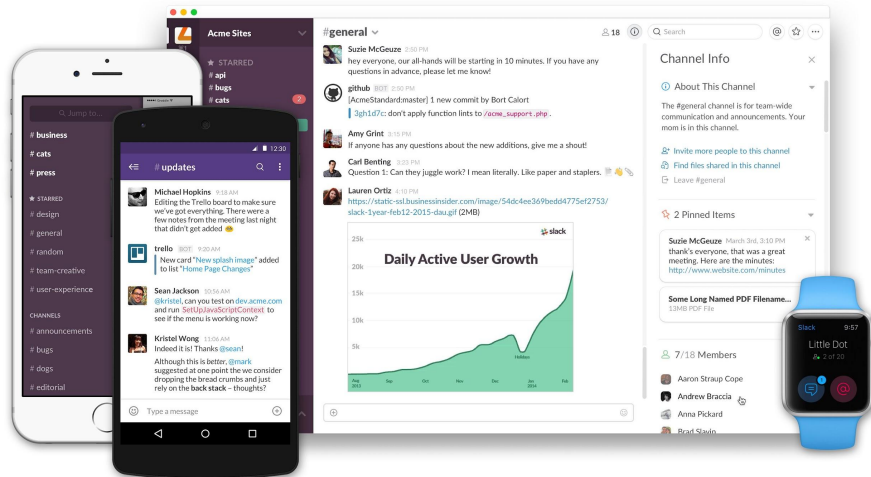


# Appendix

# 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](#)

# 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.



- [Rents and the space: The good, the bad and the ugly](#)
- [New kinds of classes in May!](#)
- [Closed for Cleaning](#)
- [Staff the AMT Maker Faire exhibit May 19th and/or 20th](#)
- [AMT is hiring in June](#)
- [Billing Policy Changes Coming](#)
- [Latest from the blog](#)

[View this email in your browser.](#)

*Rents and the space: The good, the bad and the ugly*



## Invoice for order 84910

An order has been created for you on Ace Monster Toys Makerspace. To pay for this order please use the following link: [pay](#)

AMT Bills are due 15 days after billing. If you need to make payment arrangement to extend beyond the 15 days please contact the [treasurer](#).

**Order #84910 (April 22, 2018)**

Product	Quantity	Price
Subtotal:		\$0.00
Honor Bar Fees:		\$12.00
Total:		\$12.00

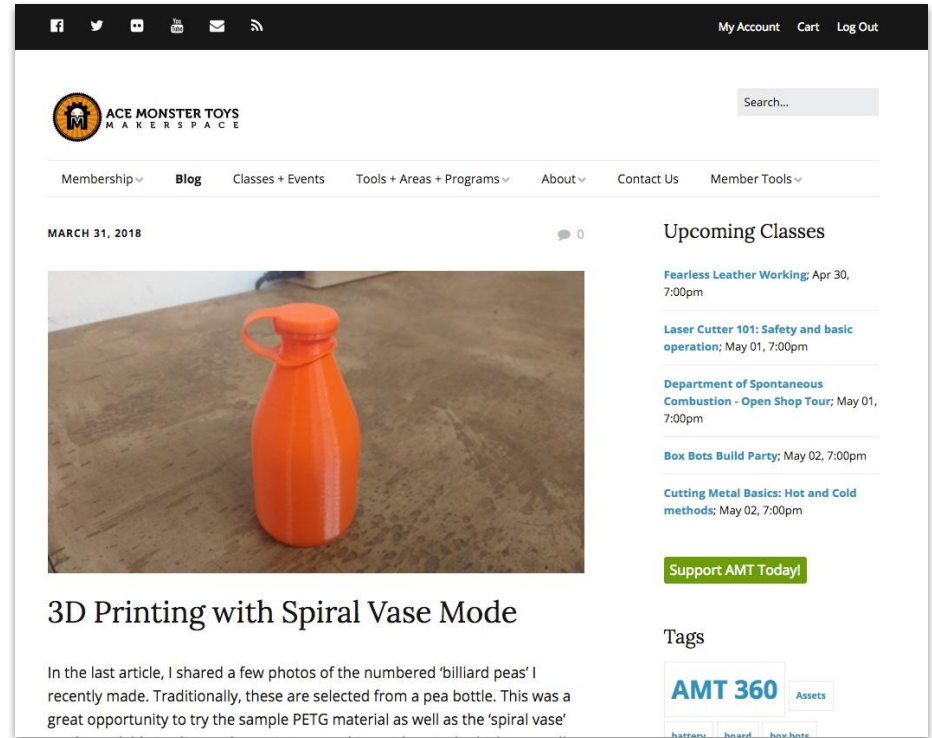
### Billing address

Rachel Sadd  
[6241 San Pablo Avenue](#)  
Oakland, CA 94608  
5108371411  
[crafty.avenger@gmail.com](mailto:crafty.avenger@gmail.com)

Ace Monster Toys – 8050 Lowell Street, Suite #214

# Ace Blog

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



[Link to Blog](#)

# 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.

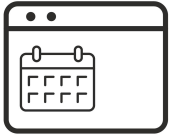
- Only active current ACE Members show in the directory.
- Seeing the directory requires login.
- This is also your ACE ID card for discounts with vendors



[Link to Member Directory](#)

# Occupancy tracking

## Training provided in C19 Safety Course



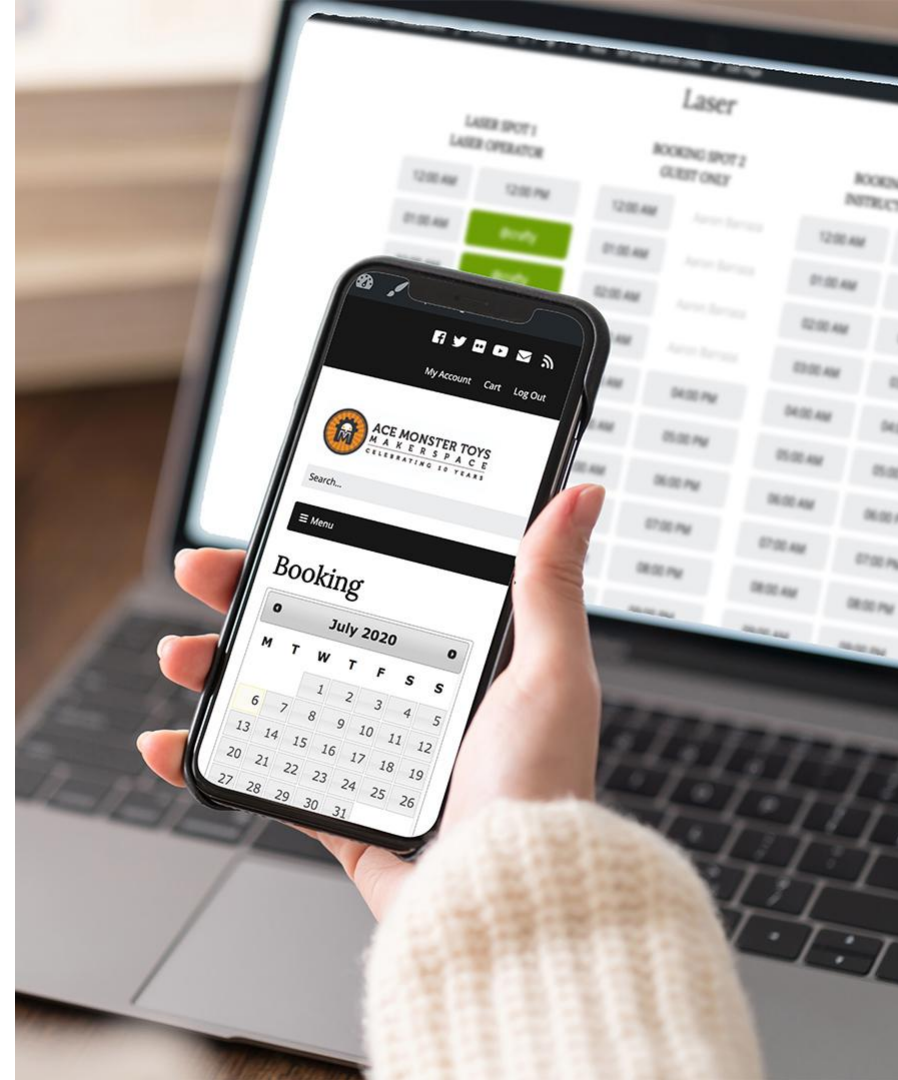
### Online Booking

- Make sure there is room for you
- Book as much time as you need
- Requires login to your Ace member account
- Allows for remote check out



### Point of Occupancy Tracking (POOT)

- Each set of space has a POOT
- Requires membership and a fob
- Can be used to go from room to room for short amounts of time

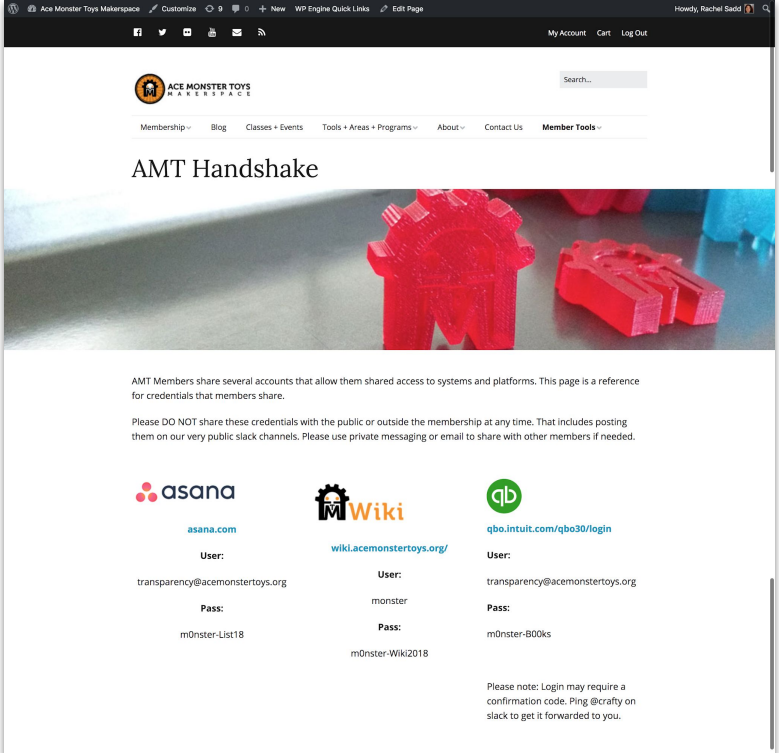


# Shared Credentials

Sometimes it is more affordable to share.

We have shared accounts for:

- Asana
- Wiki
- Quickbooks



The screenshot shows the 'AMT Handshake' page on the Ace Monster Toys Makerspace website. The page features a header with navigation links and a search bar. Below the header is a large image of red and blue plastic gears. The main content area contains a disclaimer about shared credentials and a table of shared accounts.

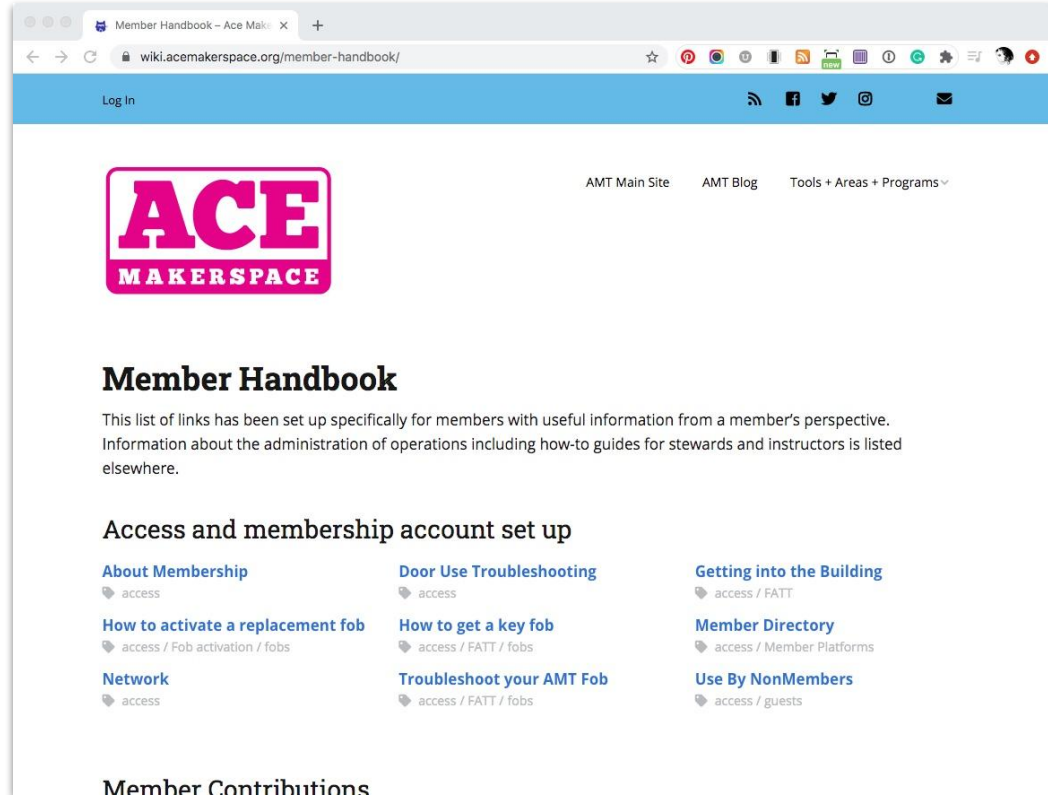
asana	Wiki	qb
<a href="https://asana.com">asana.com</a>	<a href="https://wiki.acemonstertoys.org/">wiki.acemonstertoys.org/</a>	<a href="https://qbo.intuit.com/qbo30/login">qbo.intuit.com/qbo30/login</a>
User: transparency@acemonstertoys.org	User: monster	User: transparency@acemonstertoys.org
Pass: m0nster-List18	Pass: m0nster-Wiki2018	Pass: m0nster-B00ks

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

[Link to Handshake](#)

# Testing a new member handbook

[wiki.acemakerspace.org](http://wiki.acemakerspace.org)





# QuickBooks Online

## Shared Credentials and Code



[qbo.intuit.com/qbo30/login](https://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

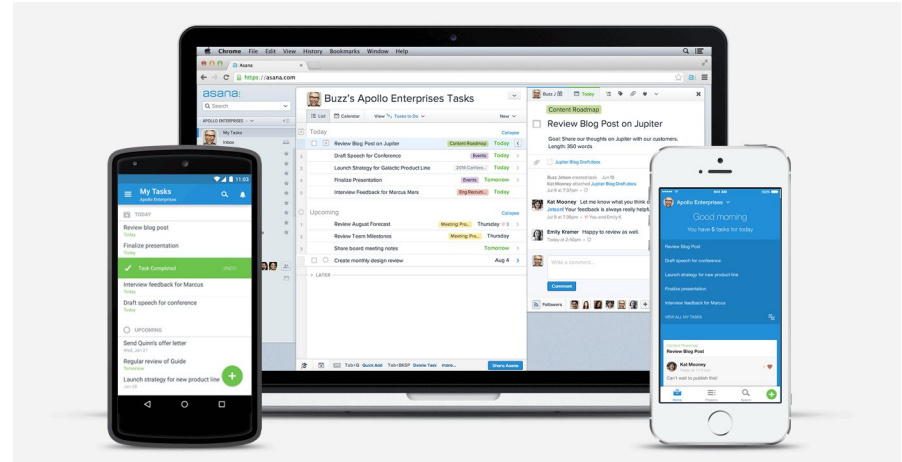
# Asana

We use Asana to manage tasks that keep the ACE 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](https://asana.com)