

Dear New Members,

We're excited to have you join the colab! This document provides information that will help you get oriented at the colab. If you have any questions there is a list of relevant contacts at the end of this document.

## Becoming a Member

Steps that must be completed before becoming a member:

1. [Sign-up](#) on our membership management system through our website
2. Sign our [Code of Conduct](#)
3. Sign-up for a general orientation and either a wood, metal, or textile orientation on our [website calendar](#). Please sign-up at least three days before the orientation.
4. Once you sign-up you will receive an invoice for your onboarding fee. This must be paid before you attend the orientation.
5. Sign the membership and waiver form (must be signed in-person at the orientation)
6. When you are ready to start your membership, please email [janinefawcett@hotmail.com](mailto:janinefawcett@hotmail.com) to arrange your monthly membership payment. Please email her two weeks before you wish to start your membership.

## Drop-In Hours

Once your dues are paid, you can start using the shop. Drop-in hours are every Tuesday (6-10pm), Thursday (6-10pm) and Sunday (10am-6pm). Sometimes irregular drop-in sessions are added, so please check the [colab calendar](#).

## Tool Use

Please make note of which tools you're allowed to use and which tools require additional training and testing. Completing the following orientations will allow you to use the following tools freely in the Colab:

| <b>Wood Shop orientation:</b> | <b>Metal Shop:</b> | <b>Textile Shop</b>  |
|-------------------------------|--------------------|----------------------|
| Chop Saw                      | Pedestal Grinder   | Juki Straight Stitch |
| Laguna Bandsaw                | Angle Grinders     | Chikon Walking Foot  |
| Router                        | Drill Press        | Juki Domestic Serger |
| Sander(s)                     | Abrasive Saw       | Rowenta Iron         |
| Table Saw                     | Horizontal Bandsaw |                      |
| Drill Press                   | MIG welder (basic) |                      |
| Jointer                       | Plasma Cutter      |                      |
| Planer                        | Sandblaster        |                      |

We also have more advanced tools in the shop, including the list below. If you have experience with these tools and wish to use them, you can display your proficiency to a keyholder who knows how to use these tools. If you do not, you will need to be trained on how to use the machines safely before you can use them.

| <b>Wood Shop:</b> | <b>Metal Shop:</b>    |
|-------------------|-----------------------|
| Lathe             | MIG Welder (advanced) |
| Thickness Sander  | TIG Welder            |
| Tormek sharpener  | Oxy-Fuel Torch        |
|                   | Forge                 |
|                   | Mill                  |
|                   | Lathe                 |

You can email the membership at [members@vancolab.ca](mailto:members@vancolab.ca) to find a member that can train you or you can ask a keyholder during drop-in hours. Please be aware that not every keyholder knows how to use every tool in the

shop. If you do email the membership, please specify what tools you want to learn or demonstrate and ask at least one week, preferably two weeks, ahead of time.

## Monthly Meeting

All members, both drop-ins and keyholders, have voting rights at the colab. We host a monthly meeting where we vote to approve new tool purchases, bring forward ideas, discuss policy etc. We strongly encourage you to attend, as it is a great way to be involved in running the colab and get to know the other members. The meetings are held on the last Tuesday or Wednesday of the month at 7pm. Check the [colab calendar](#) to find the exact dates and times.

## Website Members Page

As a member you can [sign in to our members page](#) on our website. Here you can view your account, change your contact and billing info, and find a list of all other members, including their contact information.

## Email Communication

Members communicate with each other through the [members@vancolab.ca](mailto:members@vancolab.ca) email. Emailing this email will send an email to all subscribed colab members. If you are not yet subscribed to this mailing list you can subscribe by contacting [Leighton Hay](#).

The colab email threads are used to quickly communicate updates, notify members, or ask general questions. To find the email address of a specific member you can sign-in to the website and search for a member there. For in-depth discussion and proposals we ask that you use our [Loomio forum](#).

## Loomio

The colab uses Loomio to discuss proposals for the colab (such as new tool purchases, projects, policy changes etc.).

In order to use Loomio you must first make an account for yourself. [Create an account here](#).  
When signing up on Loomio, please make sure that you:

- use a Loomio ID that clearly identifies you and also distinguishes them from other members i.e. First Name+Last Name or First Name+Last Initial
- Preferably use the same email address to sign up for Loomio as on the MMS so we can verify that you are a Colab member

Once you've created an account you can join the colab's Loomio discussion. [Join the colab Loomio discussion page](#).

## Google Drive

The colab has an [open-access google drive](#) which we use to hold and share important documents. Here you will find the monthly meeting minutes, policy documents, budget documents and much more.

## Becoming a Keyholder and Semi-Private Spaces

After three months, you are eligible to become a keyholder.

Keyholders pay a higher fee and have 24/7 access to the shop. They must also host drop-in open-hours once a month and take on a task-specific job to help run the colab.

In order to become a keyholder you must:

- Sign up
- Demonstrate conscientiousness and initiative at the colab
- Have at least three current keyholders vouch for you

- Receive no objections from other keyholders

Both drop-ins and keyholders can also apply for a semi-private space, either upstairs or downstairs. You can sign-up to become a keyholder or for a semi-private space [here](#).

## Cubbies

Every member has their own cubby space in which they can store personal items, such as tools. If you have not yet received a cubby space you can contact [jbrawn@me.com](mailto:jbrawn@me.com)

## Shop Maintenance

If you notice that there is an issue or a consumable is low you can email [wood@vancolab.ca](mailto:wood@vancolab.ca) for the wood-side manager and consumables and [metal@vancolab.ca](mailto:metal@vancolab.ca) for the metal-side manager and consumables.

If you encounter any broken tools or if you accidentally break a tool we ask that you notify us by emailing [brokentool@vancolab.ca](mailto:brokentool@vancolab.ca). There is a \$5 dollar reward for being the first person to notify the colab of a broken tool.

## Conflict

We are committed to creating a safe and inclusive space for all our members. If you experience another member acting in a way that violates our safety guidelines or our community participation guidelines please let us know. You can email us at [community@vancolab.ca](mailto:community@vancolab.ca)

## Leaving the Colab

You can stop your membership at any time. To stop your membership, email [janinefawcett@hotmail.com](mailto:janinefawcett@hotmail.com). If you decide to return within a year you do not need to retake your general or safety orientations. If you leave for more than a year you will need to redo them.

## Contact Information

Below is a list of all relevant contacts. If you need to email a specific member you can find a member's email by searching for them in the member space on our website.

| Send to  | Email  |
|--|--|
| All members  | <a href="mailto:members@vancolab.ca">members@vancolab.ca</a>               |
| All keyholders   | <a href="mailto:keyholders@vancolab.ca">keyholders@vancolab.ca</a>         |
| Board members  | <a href="mailto:board@vancolab.ca">board@vancolab.ca</a>                   |
| Personal or safety concerns                            | <a href="mailto:community@vancolab.ca">community@vancolab.ca</a>           |
| Wood side manager and consumables                      | <a href="mailto:wood@vancolab.ca">wood@vancolab.ca</a>                     |
| Metal side manager and consumables                     | <a href="mailto:metal@vancolab.ca">metal@vancolab.ca</a>                   |
| Broken tools or other equipment issues                 | <a href="mailto:brokentool@vancolab.ca">brokentool@vancolab.ca</a>         |
| Log a maintenance task you have completed              | <a href="mailto:maintenance@vancolab.ca">maintenance@vancolab.ca</a>       |
| Reach the safety officers or book a safety orientation | <a href="mailto:safety@vancolab.ca">safety@vancolab.ca</a>                 |
| Payment of monthly and annual dues                     | <a href="mailto:janinefawcett@hotmail.com">janinefawcett@hotmail.com</a>   |
| Cubbies and storage rental                             | <a href="mailto:jbrawn@me.com">jbrawn@me.com</a>                           |
| Email subscription                                     | <a href="mailto:leighton@hay.ca">leighton@hay.ca</a>                       |
| Member sign-up process                                 | <a href="mailto:vancolaboutreach@gmail.com">vancolaboutreach@gmail.com</a> |
| Loomio Sign-up   | <a href="mailto:board@vancolab.ca">board@vancolab.ca</a>                   |



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