Appendix

Part I

Line 10:

Foothills Community Workshop will likely never have more than $25,000 annual income. The main source of income is membership dues. Due to the size of the service area (4 rural or semi-rural counties), the maximum membership will be approximately 25. At the current dues rate of $35 per month, the total annual dues would then be $10,500. Most local grants are $2000 - $5000.

Part III:

Line 1:

Articles of Incorporation, Page 4 Section 1
and Bylaws Page 1, Article I, Sections 2 and 3

Line 2b:

Articles of Incorporation, Page 5, Section 1
and Bylaws Page 12, Article VIII, Section 2

Part IV: Narrative Description of Activities

Foothills Community Workshop (FCW) is a collaborative educational, charitable, and scientific organization. The organization was established for the sole purpose to provide a physical space where people with common interests (eg. science, technology, computers, Ham radio, woodworking, modeling) can meet, socialize, learn and collaborate. We intend to provide an open community workshop/lab where people of diverse backgrounds can come together to share knowledge and resources for the purpose of learning, and making things.

FCW was formed on August 23, 2011 and the first physical space was leased on November 10, 2011 with approximately 3500 sq. of space. FCW is located at 12 Falls Avenue, Granite Falls, NC in a former textile mill. The space is broken up into five main areas electronics/technology, classroom, modeling/railroad, machine shop, woodworking shop.   FCW members have 24x7 access to the building to work on individual projects and/or group projects. Meetings and workshops provide presentations and lectures on specific topics of group interest for the purpose of learning and sharing.

The following paragraphs provide specific sample of past, present, and planned activates:

Sample Activity - "Intro to C++ Class"   This is a small introduction to the well-established programming language C++. It covers the bases of the programming language, which includes its history, purpose of use, and its overall use. This activity was open to the public, lasted about 2 hours and was presented by a knowledgeable member.

Sample Activity – "Soldering Class" This class, introduces the basics of through-hole soldering while creating a simple 555 LED blinking circuit. A member with extensive electronics background has volunteered to teach the class. Each student then learns to soldier by building their own 555 LED blinking circuit. The class lasts about 2 hours and is open to the public.

Sample Activity – "Linux basics" Linux is very stable computer operating software. The class was presented by a member with a very strong background in Linux usage and administration. It covered he installation of the OS, basic configurations for user interface, system configuration, and security. There were 2 sessions lasting 2 hours each.

Sample Activity – "Survey of electronics" This class provided a basic understanding of electricity, electronic components and their use in circuitry. This class covered several areas of electricity which include voltage, current, resistance, and power. The components covered included resistors, capacitors, inductors, switches, diodes, transistors, LEDs, and IC's. This class lasted 4 hours and was open to the public.

Sample Activity – "Arduino 101" An Arduino is a programming and development platform for Atmel microcontrollers. Arduinos have gained a lot of popularity in the last few years because of ease of use and setup. The event will include several projects that members have created with the Arduino platform. Members will share ideas, knowledge and samples they have created. The event lasts from 1 to 2 hours.

Sample Activity – "Amateur Radio Night" Amateur radio also known as "Ham radio" has had a large following since 1914 when congress passed the first law regulating radio transmissions. It has since become a hobby, pubic service, emergency communications system, and an introduction to electronics. The events will cover the basics of Ham radios, their usage, and license requirements. The class will be offered by one of the several licensed ham operators at FCW. The event will last between 1 to 2 hours, and open to the public and members. Licensed members may use the Ham station at FCW.

Sample Activity – "Intro to Metal working" The object of this event is help people learn more about when, where, how, what type of metal to use for different issues. This knowledge will help anyone that might want to build, create or fix things that require metal of any type. The event will last between 1 to 2 hours and is open to the public.

Sample Activity – "Intro to Wood working" This event will help with a better understanding on how to work with wood, wood working machinery, proper care of wood, the different types of wood, and the basics of wood crafting. From this event people will have the confidence to create things out of wood. The event will last between 1 to 2 hours and is open to the public.

Sample Activity – "Model Railroad night" Model railroading has been a hobby loved by many people since the 1840's. This activity will let people that are interested in the hobby see and grasp the full beauty of the trains and the landscapes that members have created for them. They will also learn the finer points of the trains, their operations, and tips for maintaining a train model. The activity will last between 1 to 2 hours and is open to the public..

Sample Activity – "Mendel-Max" The Mendel Max is an open source desktop 3D printer capable of printing plastic objects. The activity is based around the members creating a Mendel Max machine. The members are starting from the basic plans offered on the Internet. Using these plans the members will obtain all the materials needed to then assemble, and create a fully functioning 3D printer. Members will learn about 3D printing, basic CNC concepts, software involved in creating objects on the printer, and an understanding about basic plastic usage. FCW will also assist local schools who wish to build similar units. The activity will be ongoing and is open to all members.

Since the beginning of the organization FCW has been stable and growing. We have had several newspaper articles promoting our organization and the benefits of our group to the community. Our membership dues cover our building lease, insurance cost and power usage.

Part V
Line 1:
FCW is volunteer only and has no financial arrangements with any officers, directors, trustees or independent contractors. FCW has no employees.

Line 3a: From the Bylaws Page 7, Section 6.
Currently FCW has only a Chair, Vice-Chair, Secretary, and Treasurer with duties as follows.
• The Chair shall convene regularly scheduled board meetings and shall preside or arrange for other members of the board to preside at each meeting.

- The Vice-Chair shall also be empowered to convene regularly scheduled board meetings and shall preside or arrange for other members of the board to preside at each meeting.
- The Secretary shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that corporate records are maintained. The secretary shall also maintain the social media functions of FCW, if any, as necessary.
- The Treasurer shall make a report on finances at each board meeting. The treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fund-raising plans, and make financial information available to board members and the public.

Lines 5b, c: Conflict of Interest, from the FCW Bylaws, Page 11, Article VII, Section 3
  a. A member may have a potential conflict of interest if the member has a financial interest, directly or indirectly, through business, investment or family with which the FCW has a transaction or arrangement.
  b. If a member has a potential conflict of interest, the member has a duty to disclose the existence of the financial interest to the FCW board to determine if, in fact, a conflict of interest exists.
  c. If the board determines that a conflict of interest exists, then the board may decide if the transaction of arrangement is in the FCW's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into or modify the transaction or arrangement.
  d. If the board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. The board may then decide, if appropriate disciplinary and/or corrective action is needed.

Lines 8a: See the FCW Bylaws, Page 10, Article VII, Section 2
   8b: Part of the purpose of FCW is to provide equipment for members' use to make projects. Much of this equipment is expensive and furnished by members. In order to provide proper insurance coverage for personal equipment while at FCW, the equipment is leased to FCW for a small fee. This fee is usually a token amount (typically $1) and the lease may be terminated by either party at any time.
   8c: The lease agreements are with members of FCW.
   8d: The lease agreements are "boilerplate" with no negotiation other than to accept or not accept.
   8e: The leases are for a token amount to allow insurance coverage for personal equipment while at FCW.
   8f: A sample lease agreement is attached.

Part VIII
Line 4a. Fundraising descriptions
- **General Fundraising:** We have pursued limited fundraising to support the efforts of FCW. Such fundraising has taken place through our website, at events in our space, via membership dues and individual cash donations, and through various channels by our members' individual initiative.
- **Equipment Donations:** Most of FCW's present equipment (basic powered woodworking

equipment ex: table saws, radial arm saw, drill press, etc.) has been consigned or leased into the shared space by current members.   We have had a donation of a table saw which is on the FCW inventory. We plan to pursue other similar equipment donations or consignments from members or outside sources to increase the capabilities of the shared space.

- **Specific Fundraising:**
  - We have a Paypal donation link on our web page. There are also entries on the webpage describing events or projects for which general funds are needed.
  - Members are sent emails requesting voluntary donations for specific projects. Requests are also announced at the meetings. As of this date, two projects were funded via these methods: 1) funds to move the machining equipment to the space and 2) funds to purchase parts for a 3D printer.
  - We plan to apply for local and government grants for larger projects and equipment.

- **Other:** Members have expressed interest and plan on targeting fundraising efforts towards the acquisition of larger pieces of equipment or capital intensive projects (additional machine shop equipment ect.) for the shared space or for certain projects of general agreement to the group. Members are also interested to provide periodic technical training classes and hands-on lab work as a benefit to other members and as service to the community.

Line 4d:
Jurisdictions in which FCW will conduct fundraising are Burke, Caldwell, Catawba, and Alexander Counties of North Carolina, including the cities of Morganton, Lenoir, Granite Falls, Hudson, Hickory, Newton, and Taylorsville.

Line 4e: FCW will not accept donations containing restrictions for use.

Line 11: FCW will accept donations of real property
- Prior donations have included a microwave oven and refrigerator for the electronics area of the studio space and a table saw and scroll saw for the wookworking area. There were no conditions imposed by the donor and no agreement made with the donor, other than, "It is yours if you want it."
- Prior donations of used technical equipment including obsolete or surplus computers, printers, monitors, and such. There were no conditions imposed by the donor and no agreement made with the donor, other than, "Use it if you can, or throw it out."
- We will consider accepting similar donations of shop equipment and materials for technology projects into the future. Any other type of donated property that is not directly related to our mission will be sold and proceeds added to the general fund.

Part IX Financial Data
Section A. Line 16: Disbursements for the benefit of members (estimated)

Description	Year 2012	Year 2013	Year 2014
Parts and supplies for use in shops (eg. Steel, Wood, Electronic components, Plastic)	$500	$600	$750
General supplies (cleaning, toilet paper, etc.)	$200	$200	$250
Common equipment (3d printer, CNC router, etc.)	$2500	$3000	$3500

Part B. Balance Sheet (Projected for 2012 tax year)
Line 10:
> Other assets are equipment, tools, supplies, and furnishings for the premises either donated to or purchased by the Applicant.