



# Meeting Minutes

**Meeting Information:** Board Retreat @Fatpour, 10am-4pm Saturday, May 21, 2016

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**Attendees:**

- Kristina Wallig
- Matt Omura
- Jim Vondracek
- Joe Falck
- James Tsai
- Steven Lane
- Mike Struck
- John Gammal
- Mark Waters
- Kyle Nordquist

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Item</b>
Treasurer report	<ul style="list-style-type: none"><li>• Jim handed out financial summary. Balance as of 5/21 is \$14,764.54.</li><li>• Jim wants to be able to identify where our income is coming from. Right now, there's not a way to separate the income streams.</li><li>• Recent expenses look acceptable, but there was a lot of debit card activity around Cerveza. Jim wants to know who has a debit card and establish a process to notify him. Mark &amp; Jim have a card. If Jeff wants one, he can have one. If other Board members want one, Mark can work it out with them. Jim is willing to hand the debit card to someone on the board who needs it for specific transactions. He can also reimburse you with PayPal and checks if you'd prefer. The manila envelope by the bathroom is</li></ul>	

	<p>a place to set the receipts if you need reimbursement. Jim will leave reimbursement checks in that envelope too.</p> <ul style="list-style-type: none"> <li>• The President and Treasurer may spend \$500 and Board members \$250 discretionary, so long as it is for CHAOS.</li> <li>• CHAOS has a \$10k line of credit that Jim Cochola and Mark Waters signed for. Group grain buys go through this credit line to keep it active. Current balance is \$0.</li> <li>• Last year, we made less \$ on Cerveza. Biggest monthly expence is rent \$1250.00/month.</li> <li>• <b>Steven will get Jim Admin rights into the Website so Jim can see how membership fees flow into CHAOS.</b></li> <li>• <b>Jim did not do his financial projection yet. He will send it when it's complete.</b></li> <li>• Per Mark: Our balances are up from last year, which was around \$9700. This is inspite of all the capital improvements (approx. \$10k) from 2015.</li> <li>• It's a challenge separating party and non-party income b/c friend levels tend to be recurring partygoers.</li> <li>• If trends continue, we could spend \$15,000 in "fun money" for capital improvements that don't drive additional revenew/membership. If we use the money to drive income, then we'd have more. Income is seasonalized.</li> <li>• October is a huge month, because annual subscriptions come due. 3-month memberships renew around party times.</li> <li>• <b>Motion passed to set reserve at \$7500.</b></li> </ul>	<p><b>Steven</b> will get Jim admin rights to the website so Jim can see how membership fees flow into CHAOS.</p> <p><b>Jim</b> will complete 2016 financial projection report.</p>
<p>Board Processes</p>	<ul style="list-style-type: none"> <li>• The current election/nomination process has room for improvement. Jim has experience with different models that we could try out. <b>Jim is offering to sit with 2-3 others and come up with a plan. Kyle, Mark and Mike will help.</b></li> <li>• Recurring board meetings are successbul, provided they occur regularly. Attendance hasn't always been great.</li> <li>• Mark proposes to separate the discussion of brewhouse improvements from the normal board meetings. Separating the brewhouse improvements will free up the board meetings to</li> </ul>	<p><b>Jim, Kyle Mark &amp; Mike</b> will develop plan for new election and nomination processes.</p>

	<p>focus on bigger picture items. Discussions of brewhouse improvements will be open to CHAOS members via 30-minute monthly calls.</p> <ul style="list-style-type: none"> <li>● <b>Motion passed: Brewhouse Calls will be every 3rd Sunday @ 7pm. Highest ranking board officer on the call will facilitate and report back to the board. Mark plans to be on these calls.</b></li> <li>● Board Meetings will take place the first Sunday of every month from 3-4:30pm.</li> <li>● Mingle: 4:30-5pm</li> <li>● Member Meetings will follow the board meeting at 5-6pm. There will be a bottle share from 4:3-5pm.</li> <li>● These meetings will take place at the brewhouse or at one of our offsite partner locations, provided someone sets it up.</li> <li>● <b>John and Steven will publicize meeting times to members.</b></li> <li>● A question arose from a member about the alchemist process. Who votes (and how) for alchemist status? <b>John will coordinate notices and education for the members on this.</b></li> </ul>	<p><b>John &amp; Steve</b> will publicize new meeting time to CHAOS members.</p> <p><b>John</b> will coordinate notices and education for the members on alchemist designation process.</p>
<p>Brewhouse Improvements</p>	<p>Review of 2015 Goals and Accomplishments.</p> <ol style="list-style-type: none"> <li>1. Key fobs-- There is a security issue of not currently having a record of who comes into the brewhouse. Key fobs would also relieve the work of changing the current key code. We would need to find a service that provides a back end and website service.</li> <li>2. Chiller-- We have an immersion chiller, but it's gross looking. <b>Kyle will devise a better way to store the immersion chiller so it's more attractive for use.</b></li> <li>3. Misc contractor work (front bar)-- Done. Looks beautiful. Thanks Steven!</li> <li>4. Yeast lab-- TBD</li> <li>5. Bottle table-- Done and organized. Looks great. Keeps folks off the brewing tables. Still a lingering space issue due to proximity of the</li> </ol>	<p><b>Kyle</b> will devise a better way to store the immersion chiller so it's more attractive for use.</p>

sink.

6. Refrigeration and lager chamber--Done
7. Furnace- Done
8. Table/sink- Done
9. Janitorial Service every Wed morning.
10. Four AMAZING quarterly parties. Great work, everyone!

**2016 Priority Brainstorm Results:**

- Community Event/Project
- Space usage and storage/ Offsite storage
- Bar Clean & Org
- Bathroom improvements
- Front room floor
- Floor plan & General Org
- Counterflow chiller (2nd), chiller in general
- Water pressure
- Kettles
- BBQ firepit & smoker
- Improved party planning--mechanize the process
- Website & Online website (Like Maltose Falcons' website)
- Jockey boxes and tap system for bar and parties
- Offsite event kit
- Brew area ceiling
- Hotbox/warm ferm
- Exapand ferm room capacity
- Ferm room inventory
- Tent purchase

Space usage and storage/ Offsite storage:

1. Offsite storage option-- Store our utility and party stuff at Uncle Bob's.
2. Take upstairs space: Could open up storage for every member. Would allow us to expand the ferm room, have dedicated class space, Yeast lab/bank, specialty grain sales. This would be a large undertaking and would require budget discussions and the identification of new income streams. We could probably spend \$500/month now, but we'd need to find additional \$500 per month. **Jim will take a good look at budget, and the board will identify income sources. Mark will talk to the Landlord to feel him out about renting the upstairs to us.**
3. Move CHAOS?: We'd like to stay for another

**Jim** will look at our budget to see what we have available for additional monthly rent. **All** of us need to

	<p>couple years at least.</p> <p>4. Storage Pod could be purchased for about \$210/month +\$90 delivery for 16' pod. This is not ideal as it takes up valuable party/parking space.</p> <ul style="list-style-type: none"> <li>In the meantime, Steven is working on a floor plan for downstairs to maximize the space we currently have. He'll post an initial concept on a thread and do an estimate for the board.</li> </ul> <p><b>Motion to spend \$1k for Steven's storage plan did not pass. \$1k has been budgeted, but not appropriated.</b></p> <p>Bathroom remodel:</p> <ul style="list-style-type: none"> <li>Steven shared an estimate document on the forum. The board would like to decommission the shower and turn it into storage, improve the door, add drywall, fix the toilet so it doesn't back up.</li> <li>Board recommends doing the remodel right and not be too budget-conscious. <b>The board set a budget of \$1500 budget for now (not appropriated yet). Steve will design the remodel to fit the budget.</b></li> <li>Wes plans to help with install, but he won't be here until September. Is there anyone else who can help get things started? James Lewis? <b>Steve will identify what others can do before Wes arrives and consider how we can stage the work so we don't have a toilet out of commission.</b></li> </ul> <p>Bar area stools:</p> <ul style="list-style-type: none"> <li>Steven priced out stools. Low-end \$35/pc w/out backs, metal, stackable. Ladder-back metal stools (not stackable) are about \$55/pc. After discussion, <b>Steve will order drink rail stools with a back (8) and a set of stackables for flexible/storable seating (8). Motion passed to spend \$700ish for Steven to purchase stools.</b></li> </ul> <p>Bar area floor:</p> <ul style="list-style-type: none"> <li>Steven has estimates for various flooring options. The group discussed the option to polish and stain/seal the concrete floor. DIY to save \$\$ w/ crew of 3 ppl. The project is estimated at \$750. <b>Steven will continue his research into the concrete polishing. Motion</b></li> </ul>	<p>think of additional sources of revenue for the club.</p> <p><b>Mark</b> will talk to the Landlord to feel him out about renting the upstairs to us.</p> <p><b>Steve</b> will design the bathroom remodel to meet the budget of \$1500. He will consider what other members can do to get the project ready for Wes' arrival as well as consider how to stage the work so the brewhouse has a functional toilet.</p> <p><b>Steve</b> to purchase 8 stackable and 8 ladder back chairs for the bar.</p> <p><b>Steve</b> will continue to research the DIY concrete floor project cost and feasibility.</p>
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passed to budget, but not appropriate \$750.  
Target timeline is June/July.

Brew area ceiling:

- The ceiling is ugly and crumbling (into the beer!) Matt suggests we try corrugated metal sheets to cover the ceiling. **Mark and Matt will call a ceiling contractor for quotes.**

Pest control and cleaning services:

- Cleaning service currently shows up on Wednesday mornings. We pay \$260/month for cleaning services. They are limited as they can't move our stuff to clean, around/under. **Jim will go to the brewhouse on Tuesday night and Wednesday to see what we're getting for our money.**
- **Jim will work on getting improved pest control services.**

Tap set up:

- This was not discussed in great detail. Likely a materials only-cost project.

Kettles and Brew Supplies:

- We have 4 20-gal kettles and Pete's back up.
- The kettles need new valves. Several board members have tried to clean the existing valves, but it didn't work. We have a new valve of the existing model for 1 kettle. **Jim will order 1 new valve model for the kettles to test it out.** If it works, then we will possibly order 4 more.
- We need 2 10-gallon kettles. These will need to fit on the burners. **Jim will check out our options and prices for 10-gallon kettles and get back to the board with his findings.**
- **Matt will take care of kettle etching.**

Auto-siphons:

- We spent many a lot of money on replacing these last year. There's a kickstarter for metal ones. Should we participate and place an order/pledge, and could we leverage our organization to get a discount? **Kyle will reach out to the siphon kickstarter and see if there's room to negotiate a discount on a pledge.**

**Mark and Matt** will call ceiling contractors for quotes to repair/cover the brew area ceiling.

**Jim** will go to the brewhouse on Tuesday night and Wednesday to do a before and after cleaning inspection.

**Jim** will work on getting improved pest control services.

**Jim** will order 1 new valve model for the kettles to test it out.

**Jim** will check out our options and prices for 10-gallon kettles and get back to the board with his findings.

**Matt** will take care of kettle etching

**Kyle** will reach out to the siphon kickstarter and see if there's

	<p>Cable/Internet:</p> <ul style="list-style-type: none"> <li>Board determined we would not getting cable. Amazon Firestick or Google Play purchase are better alternatives. <b>Jim will order one of these cable-alternatives.</b></li> </ul> <p>Chilling options:</p> <ul style="list-style-type: none"> <li>As discussed above, Kyle will fix up bucket for immersion chiller. <b>James will replace silicon tubing for counter chiller (approx. \$50).</b></li> </ul> <p>Water pressure:</p> <ul style="list-style-type: none"> <li>Our current pump doesn't work. It will cost about \$1500 for new one. The main shut off valve to install the pump is in REI.</li> <li>Water pressure is typically a Saturday brewing issue.</li> <li>There's a related cleanliness and sanitary issue with the counterflow chiller. The counterflow chiller impacts water pressure to the sink. Chuck had been researching issue. <b>John will contact Chuck and see if he'll continue working on the water pressure problem.</b></li> </ul> <p>BBQ and smoker:</p> <ul style="list-style-type: none"> <li>The board decided a smoker does not make sense to purchase, but a grill and firepit are a go. <b>Matt will purchase a grill and firepit.</b></li> </ul> <p>Hotbox &amp; Ferm Room:</p> <ul style="list-style-type: none"> <li>Fermwrap and/or busted fridge? Discussion tabled until after storage planning and upstairs discussion is resolved.</li> </ul> <p>Large mashtuns:</p> <ul style="list-style-type: none"> <li>Project is under our discretionary spending threshold. <b>Mike will own the large mashtun project.</b> Board requests that storage issues be considered.</li> </ul>	<p>room to negotiate a discount on a pledge.</p> <p><b>Jim</b> will order a cable-alternative for the brewhouse.</p> <p><b>James</b> will replace silicon tubing for counter chiller (approx. \$50).</p> <p><b>John</b> will contact Chuck and see if he'll continue working on the water pressure problem.</p> <p><b>Matt</b> will purchase a grill and firepit.</p> <p><b>Mike</b> will manage the large mashtun project</p>
<p>Brewhouse Safety</p>	<p>Rules of Conduct:</p> <ul style="list-style-type: none"> <li>We want to keep CHAOS family friendly, but don't want to be too heavy handed. The brewhouse also should have a tolerant,</li> </ul>	<p><b>Kristina</b> to draft rules of conduct &amp; tolerance language.</p>

	<p>welcoming and safe atmosphere.</p> <ul style="list-style-type: none"> <li>• Suggestions for rules of conduct include things such as, “Beer is for everyone, that’s what makes it awesome!” and “We tolerate everything but intolerance and BudLight!” <b>Kristina will draft a set of rules of conduct and keep it fun.</b></li> </ul> <p>Gun Signs:</p> <ul style="list-style-type: none"> <li>• It is a felony to carry a gun when you’re over the legal limit. We will need no-gun signs at each entrance. This should also be included in the rules of conduct. One member brought a loaded weapon to the brewhouse. <b>Steven will talk to this individual after our policies come out.</b></li> </ul> <p>Brewhouse Safety:</p> <ul style="list-style-type: none"> <li>• <b>Booish and Mike will take inventory of the medical kit and binder. John will make sure that the membership info says where the medical kit is.</b></li> <li>• Members need to sign the waiver when they join. We have insurance. But, just because we have a waiver, doesn’t meant they can’t sue us.</li> <li>• Ceiling electrical: People get shocked in the rats nest above the ceiling.</li> </ul>	<p><b>Steve</b> will talk to the gun owner after our policies come out.</p> <p><b>Booish &amp; Mike</b> will take inventory of the medical kit and binder.</p> <p><b>John</b> will make sure that the membership info says where the medical kit is.</p>
Education	<ul style="list-style-type: none"> <li>• Propose taking a picture of the pristine station to show people how it should look when they’re done. Best practices for bewing and cleaning at CHAOS. Binder and/or pictures. Include standardized checklist for new members to initial. <b>Jim will attach standardized brewstation checklist to brewers intro packet.</b></li> <li>• Steve proposes a video series called “The perfect brew day”. Little videos that show a small task. Get a CHAOS YouTube channel for these videos. Content development by Matt.</li> </ul> <p>Online and Print library/resource center:</p> <ul style="list-style-type: none"> <li>• Incorporate more social media and digital fun into our website. Our website is a database. We could link back to the site for access to data. Is there another service that’s doing a good job,</li> </ul>	<p><b>Jim</b> will attach standardized brewstation checklist to brewers intro packet.</p>



can/should we link to a larger online community? Longer discussion and exploration needed.

- BYO selling back issues. Mark has a number of online documents on G-drive that we can use to start a library. If anyone buys an ebook Mark can crack it and store it on the G-drive. Share with brewer-level members.
- Buy a computer with Beersmith for brewers to use in CHAOS. \$150 for computer, \$50 for beersmith, \$250 for books/mags and some cabinets-- \$650. Mark wants a desktop that can hang on a wall to keep it protected. Will need a ghost image of computer so we can wipe machine of viruses. Matt will update cost estimate and pose for vote later.
- We would need an office area for the library and computer. **Steven will try to incorporate this into his storage plans.**
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CHAOS questionnaire: What do people want to learn? Matt will send this out later this week. Drive class structure for 2016.

Tuesdaybrewsday: Works well. We need more than this?

3-yr AHA membership and Zymurgy subscription. Can we sign up as "CHAOS"?

2 CHAOS kegs for members? Good idea?

Community service project:

- Education and volunteer-based activity. We should have stakes in the community. Park cleanup, group volunteering efforts, etc. Previous involvement with Green Building Exchange.
  - CHAOS tent at Chiditerod?
  - Food drive and bottleshare?
  - WestTown Bikes requested funding to help with a youth leadership event. **\$250. Motion passed**
- Let's track what volunteering we're doing now. When we volunteer time and beer in the name of CHAOS, we should record it so we know what our impact was.

	<p>Matt is seeking contacts for lecturers for CHAOS lectures.</p> <p>Joe suggests we tap members to write articles and how-tos.</p> <p>Coors partnership (Booish): Coors used to give \$\$ to IL Craft Brewers Guild, but they're moving off that. Offered to give money to CHAOS for Tuesdaybrewsday @ \$100/month. Coors has a list of demands: 10 memberships per party and classes taught by them. We should get more. Some board members are opposed to a partnership with Coors. <b>Jim will run point on this and get more information from Coors on their offer.</b></p>	
<p>Website</p>	<p>Lucas built and developed original site and handed it off to Brock, Steven and Conrad. Lucas still helps with the site.</p> <p>The Cerveza party lost approx \$500-\$1k due to site glitches.</p> <p>Conrad thinks an additional \$100/yr will help increase size of site. He'd like to offload the search function to another service for \$35/mo. His ultimate goal is to kill Drupal service without losing data. Drupal is our free, open source web platform.</p> <p>Conrad also proposes having different landing pages for our parties to allow for better branding and easier access to sign up and more reliable sign-up service. <b>Target date to have landing page set up is Harvest Fest.</b></p> <p>Other IT goals:</p> <ul style="list-style-type: none"> <li>● Wiki page w/markdown to create content.</li> <li>● Get our static pages off our current site and move to a marketing-like site.</li> <li>● Deployment that allows other contributors into the site from their end, which then gets pulled into the server. Estimated \$75-100 more per month.</li> </ul> <p><b>Conrad will put timelines to his goals.</b></p> <p><b>Motion passes for \$100/mo MORE for server/website</b></p>	<p><b>Conrad:</b> Set up landing page for Harvest Fest.</p> <p><b>Conrad:</b> put timelines to his IT goals</p> <p><b>Conrad:</b> Make admin/ access changes for digital accounts</p>

	<p><b>improvements.</b></p> <p><b>CHAOS Digital Accounts</b>  Facebook  Google  Twitter  YouTube  Website  LastPass  Strident  PayPal  PNC</p> <ul style="list-style-type: none"> <li>• President, VP and Treasurer need access. As 3rd party pieces are added to site, all website admin users should have access to them.</li> <li>• Who has Google admin password? Mark will check with Lucas.</li> <li>• More people should have .chaos email accounts and passwords to Google. Take Jim and Lucas off. Kristina, Mark, Brock and Conrad should have email admin responsibilities. More people need access to <a href="mailto:Contact@chaosbrewclub.net">Contact@chaosbrewclub.net</a>, too. <b>Conrad will make these changes.</b></li> <li>• Admin for CHAOS page itself. Jim needs to be added. John needs to be added.</li> <li>• Facebook rights and admin-- add Kristina. Remove former board members from Admin.</li> </ul> <p>Marketing on Facebook:  We currently only do party advertising. We could run ads on FB and measure conversion to site. We can Measure how many clicks go through to site. We have Google analytics on our site. Will try \$25/month on FB marketing and reevaluate in 3mos. To be implemented after the summer party and verify after the Harvest Fest.</p> <p>CHAOS phone number linked to <a href="mailto:Contact@chaosbrewclub.net">Contact@chaosbrewclub.net</a>. Will verify with Mark.</p>	
<p>Membership</p>	<p><u>Jim/John transition:</u></p> <ul style="list-style-type: none"> <li>• John needs to get the physical membership cards from Jim.</li> <li>• <b>John will get a quote for 500-1000 RFID cards with the membership logo.</b></li> </ul>	<p><b>John:</b> will get a quote for 500-1000 RFID cards with the membership</p>

	<p><u>Volunteer incentive program:</u></p> <ul style="list-style-type: none"> <li>• How can we get general members to volunteer at parties at other CHAOS events?</li> <li>• How do you quantify people's volunteer efforts?</li> <li>• How do you encourage more volunteerism? Afterparty? Special raffle? <b>John may set up a \$200 bar tab at a partner location.</b></li> <li>• Ask new members to help with parties. This will help get new people integrated into the club. Right now, we seem very closed off. John can ask them individually to volunteer.</li> <li>• Pumping Station #1 (PS1) does a good job incentivizing. Mark would like them to come speak to a few of us about it. <b>He will blind email them and see if they'll talk to us.</b></li> <li>• John touches each new member.</li> <li>• Asking new members to volunteer is part of our "intentional community". Here is how people can personally get involved.</li> <li>• Member of the month on the site? Special mentions and spotlights for volunteers.</li> <li>• SWAG-- or badges for brew shirts or T-Shirts.</li> </ul> <p><b>Steven will show John where member content is in Drupal</b></p>	<p>logo</p> <p><b>John</b> will arrange appreciation afterparty for party volunteers.</p> <p><b>Mark</b> will blind email PS1 and see if they'll talk to us about volunteerism.</p> <p><b>Steven</b> will show John where member content is in Drupal</p>
<p>Seasonal Parties</p>	<p>BrewBQ- August 13, 2016 (Steven)          Oktoberfest- October 9, 2016 (Jim Chochola and Joe)          Stout Night-- January 28, 2017 (TBD)          Cerveza-- May 6, 2017 (TBD)</p> <p>Electronic payment for Merch and raffle: Step up Square, PayPal is annoying. We need two readers, <b>Conrad will get 3 readers.</b></p> <p>Tents: Ken is still willing to bring tents for the parties, but once we have storage solutions figured out, we should purchase our own larger tents.</p> <p>Neighbor partners for BrewBQ: (Steven, Nancy, Jeff)</p> <ul style="list-style-type: none"> <li>• What if we made this an earlier event and had a brewery walk, which culminates at CHAOS (Goose &amp; Forbidden). This party is always a little smaller than the others. Parents at CHAOS could bring their kids to an earlier event. Steven will start a thread.</li> </ul>	<p><b>Conrad</b> will get 3 credit card readers</p> <p><b>Mark</b> will give Steve dimensions for side banners</p> <p><b>Booish, Steven, Kyle</b> will team up and create party</p>

	<p>Offsite event kit:</p> <ul style="list-style-type: none"> <li>● Pop-up signs</li> <li>● Jockey box shell (Booish). Start a thread. Lightweight materials please!</li> <li>● Sidebanners for a table (Steve to design tall banners. <b>Mark will give him dimensions, or go to e-signs</b>)</li> <li>● 10'x10' tent, custom branded tent. Needs design.</li> </ul> <p>Party planning process mechanization:</p> <ul style="list-style-type: none"> <li>● <b>Booish, Steven, Kyle will team up and create party planning documentation and instructions.</b> Jamie Proctor started party planning documents. Steven will follow up with this documentation and team will start the organization/planning docs at BrewBQ</li> <li>● We need to get the Wiki up so we can capture how we do "CHAOS".</li> </ul> <p>Others' events:</p> <ul style="list-style-type: none"> <li>● If you want to get CHAOS involved in another organization's events, bring it to Matt with Education. Once we have a offsite kit, you can sign it out, but it's on you to get volunteers and help.</li> <li>● Matt will work with Steven to get more stickers, business cards, etc. John ordered stickers to go with membership card mailouts. Steven concerned with branding. Make sure we're keeping things current. John will order more stickers with URL.</li> </ul> <p>NHC-- skipped for now</p>	<p>planning documentation and instructions.</p> <p><b>Matt, John and Steven</b> order more stickers and business cards.</p>
<p>CHAOS Merch</p>	<ul style="list-style-type: none"> <li>● Steven working on work shirts. CHAOS will front the \$\$.</li> <li>● Alchemists get a work shirt from CHAOS (Free?). Mark would like to do something for the annual alchemist installation.</li> <li>● CHAOS Allstar volunteer shirt?</li> <li>● Steven will do all artwork.</li> </ul>	

	<ul style="list-style-type: none"> <li>CHAOS Online store: We have quite a few designs. We could put them on the site for people to order on an online print store. \$150 approved to order sample merch. Hang on the bar area and create landing page. (Conrad)</li> </ul>	
	<p>NHC Conference Call Wednesday, May 25. Mark will post on site.</p> <p><b>Kyle will spearhead bar cleaning and organization</b> and coordinate with Steven. Steven hopes the overall organization gets committee-ized.</p>	<p><b>Kyle will spearhead bar cleaning and organization</b></p>