

Organization Structure and Current Board

Waukesha Makerspace Inc. is a volunteer-run nonprofit. A Board of Directors sets policy, strategic direction and financial oversight. Day-to-day operations are handled by the Executive Director. Volunteers, Area Champions and committees do much of the work that keeps the shop running.

Current Board of Directors

As of July 21, 2026, the board has nine directors:

Name	Board role	Contact
Walter (Wally) Meyer	Chairman	chairman@waukeshamakers.com
Casey Kerr	Vice Chairman (also Executive Director)	vicechairman@waukeshamakers.com
Brian Lizotte	Secretary	secretary@waukeshamakers.com
Carrie Zerjav	Treasurer	treasurer@waukeshamakers.com
Tom Slater	Member-at-Large	
Renee Love	Member-at-Large	
Brian Oswald	Member-at-Large (Secretary Designee)	
Erik Helgestad	Member-at-Large	
Will Spears	Member-at-Large	

For general questions, email info@waukeshamakers.com or admin@waukeshamakers.com.

Officer roles

All directors, officers or not, are voting members of the board with the same fiduciary duties.

Chairman

- Presides over board meetings and sets agendas with the Secretary and Executive Director.
- Initiates and schedules board meetings and keeps the board focused on strategy and policy.
- Oversees committees and helps appoint committee chairs.
- Represents WMI publicly and with partners, city officials and donors.
- Reviews financials at a governance level (the Treasurer handles the details).
- Supports and supervises the Executive Director.
- Signs formal resolutions, letters or contracts that need board authorization.

Vice Chairman

- Assists the Chair and steps in when the Chair is absent.
- Focus areas: community engagement, events, partnerships and outreach.
- Helps recruit and onboard new board members and volunteers.

Secretary

- Records, distributes and archives the minutes of all board meetings.
- Sends meeting notices and agendas and tracks action items.
- Keeps the organization's records: minutes, bylaws and amendments, policies, board roster and committee reports.
- Helps with compliance filings and keeps current copies of the founding documents.

Treasurer

- Monitors the bank accounts, budget and monthly books.
- Prepares the financial report for each board meeting.
- Works with the outside accountant on the annual IRS return and makes sure state filings are made on time.
- Tracks grants, donations and other funding.

Member-at-Large

- A full voting director without an officer title.
- Some Members-at-Large hold a **designation**: they train alongside an officer to learn that role (for example, Secretary Designee). See **Board Seats, Designations and Succession**.

- Members-at-Large also lead committees and focus areas such as facilities and safety, events, or outreach.

Executive Director

The Executive Director manages daily operations: members, the facility, systems and operational partnerships. The Executive Director gives reports to the board but does not call or preside over board meetings. Casey Kerr currently serves as both Vice Chairman and Executive Director.

Board Advisors

The bylaws allow the board to invite Board Advisors: people who share expertise, contacts or mentoring and may help on committees or projects. Advisors do not vote and have no fiduciary duties or decision-making authority.

How the board works

- The board meets quarterly, with extra meetings when needed. The **Bylaws** require at least two meetings a year.
- A quorum is a majority of the current board. Decisions are made by majority vote unless the bylaws say otherwise.
- Directors are elected by the existing board for staggered two-year terms, which are renewable.
- Approved meeting results are summarized publicly in **Board Meeting Summaries**.

Volunteers and committees

Beyond the board, WMI relies on volunteers and committees for operations, events and outreach. See the **Committees** chapter, and **Area Champions** and **Committees and How to Join One** in Volunteer Runbooks.

Related pages

- **Board Seats, Designations and Succession**
- **How to Nominate a Board Candidate**
- **Joining the Board**
- **Bylaws**

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