

Spark Member Council



Member Council Agenda/Minutes
Mar 22, 2022

Member Council

Committee Chair: Faith Scimone and Casey Moran

Vice Chair: Willem Lefevre

Formed 3/21/2018, Updated 5/2/2018

- This committee is formed to continue to strategize with the community on matters directly related to membership, including membership levels and responsibilities, member participation in the organization, ideas for income generation, volunteer management, and programming.
- The committee chair(s) may propose any policy changes directly to the Board of Directors, Executive Director, or other appropriate parties with the authority to implement such a change.
- No additional funding is authorized for this committee. Related costs within the existing budget must be approved by the Executive Director. Related costs not in the existing budget must be approved by the board.
- This committee shall be co-chaired by the Executive Director and the senior member representative on the Board of Directors. The junior member representative shall serve as Vice-Chair. Additional members may be added to or removed from the committee in a manner determined by the committee.
- Quorum of representation from at least 65% stations is required for proposals that go to the Board

Chairs:

Casey Moran

Faith Scimone

Willem Lefevre

Attendees:

Need 6 stations for quorum

A/V	Vic
Small Metals	Maritza
Electronics	John, Drew G,
Glass Arts	Val
Woodshop	Dan and Jon
Fiber Arts	Sherri
Drawing	Brad
Printmaking	Nike
Coworking	George

Others Present:

1. Call to Order - Roll Call -

2. Role of this meeting

- o Please talk with other station leads from your area if you can't attend.
- o Please also read the minutes.
- o In the interest of time, segments will be limited in

3. Reading and approval of the minutes [2/22/22](#)

MOTION: VALERIE
 SECONDED: MARITZA
 VOTE: UNANIMOUS

4. Treasurer Report - 10 minutes george@sparkmakerspace.org :

Financials:

- Cash on hand:
 - o Union Street Account: \$100.02
 - o Checking Account: \$24,747.71
 - o Savings Account: \$7,509.63
- January Management Report:
 - <https://drive.google.com/file/d/155GRCYUbOv7QSNBKeSp1YBaEPQm2uLXO/view?usp=sharing>
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Updates:

- We are working with Kate to figure out the average lifetime value of a member, as well as the point at which the average member leaves so we more efficiently engage with new members.
- Still waiting to hear back from Palmer, once we have an answer on that we will adjust the budget and financial projections accordingly.
- Will provide update at next meeting.

5. Executive Director Report - Casey

- Members:
 - o

100 Members
42 General Members
15 Working Members
11 Leads
10 Board Members

6 Honorary
6 Community Liaisons
3 Need Based Scholarships
3 Leads in Training
1 Staff
1 Life Time Membership
1 Family Membership
44 paying \$55
22 paying \$30
29 paying \$0
4 paying \$10
1 paying \$85

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Jose Garaycochea	Community Partner
Fuller, Sheila	Printmaking
Kathryn Brubaker	Printmaking
Valentine, Dana	Stained Glass
Julie R. Garay	Printmaking
Pauline Zimmer	came Back/ Stained Glass
Walcott, Elizabeth	Stained Glass
Zielinski, Kimberly	Stained Glass
Osborn, Scott	Woodworking

● Station Budgets

Electronics	Fiber Arts	AV	Stained Glass	Woodshop	Printmaking	Drawing Painting	Coworking
\$510.69	\$1,163.08	\$1,398.50	\$134.85	\$14.81	\$298.69	\$375.00	\$375.00

6. Grand Opening

- Grand opening date of Saturday May 7, 2022 . 1- 3 pm
- Current Draft Plan:
 - Create posters from the Newsletter and place them around the space

- Music inside? Maybe just in entryway / outside - Vic
- \$200-300 budget for snacks and drinks/ encourage each person to bring their own food /drinks
- Makerspace-wide decorations - orange and blue theme/ think about how you would like to decorate your station
- Sandwich Board on Sidewalk - Volunteers needed
- Balloons - orange and blue
- Pre-event decoration/tidying up? Wash Windows? Mop Floors? - work with Facilities
- Upstairs will not be generally open but there will be tours
- We are going to have a wooden ribbon cut with a sawz-all
- **Each station should start thinking about what they'd like to have on display during the Grand Opening.**
- We also need:
 1. Greeters- (recruit station members to help)-
 2. Upstairs tour guides - Kristin
 3. If people want to bring or make snacks, it would be welcome, although we are budgeting \$300 to buy snacks
 4. "Talk to me about signing up" t-shirt people/appointment makers - John Davis
 5. Work party to clean/organize upstairs big room
- Next meeting April 1st!

7. Action Items- See below

8. Fundraising Committee

- Tuesdays at 3:00
- Will hear about palmer grant soon(by the end of March)

9. Signup days

- Signup days needs **tour guides** (Saturdays 1-3pm)
- Need tour guides

10. Membership Committee

- Meets every other Wednesday at 5PM - next meeting March 23rd
- Distributed flyers in surrounding towns (peaked interest)
- John only street team(needs help)
- Working on Working Member policy and Guest policy
- Talking about Family membership/Age policy

11. Education Committee-

- Met March 8

- 2nd Tuesday of April 6pm
- Reviewed class proposals
- Reviewed student feedback forms
 - Proposals to be in by second Monday
- [New Proposal Form](#)
- Area Overview (Introductory) Videos! We need them as soon as possible.
 - **If you haven't gotten your drafts to Casey, please do so as soon as you can. If you need help with your script, videotaping and editing, Casey has volunteered to help. You can also contact anyone in the Education committee to help.**
 - All you need to do is record the video in accordance with the template bullets.
 - Try to not be too long-winded because the video in total needs to be 5-7 minutes long.
 - Casey sent an email to leads with links to Fiber Arts video. It's a great example of what we are looking for.
 - Casey will edit them to make them uniformed.
- We need class proposals! Think far ahead - 6 months out. Let's fill out our class offerings!
 - Wouldn't it be great to have 1-2 classes per month per area? Use that proposal form link above!
- **Important to know information**
 - Certification Classes
 1. Normal teacher pay
 2. Subsidized so classes are \$2.50 an hour
 3. Member certification. (Clarify protocol that studio leads should follow to certify members to use work areas. How do we maintain an official and updated record of what member has been certified in each area?)
 - Introductory videos
 1. Teacher pay for time- not hourly \$120 per station
 2. To be on internet easily accessible
 3. Used as a resource for members/ students using stations
 4. Create at least a bullet-point script based on this
 - ☰ [Overview Video Template](#) . Send to Casey when it's ready.

12. Inclusion Committee

- Ramon, one of our members from Expressiones, is doing a skill share about mask making, this Saturday from 3-4 PM! Please come support him.
- The last meeting was on 2/1.. The next meeting hasn't been scheduled yet, but will be on the Working shared calendar.
- (Open to members)
- Important to the growth of the community

13. Marketing Committee -

- We have a new intern-Marinda taking over scheduled posting on Instagram and Facebook
- Shawn Charles wants to make Monthly newsletter
- Going to be gearing up for the Grand opening

- As mentioned before new posters/brochures/business cards
- Looking for interested “street team” (reach out to members to post in their surrounding town to...distribute some flyers)*
 - Hang posters
 - Meeting up next week to strategize a plan going forward

14. Facilities Committee

- [Extent of Alteration Policy Proposal](#)
- John Davis worked on tyvek
 - This is the facing on the gable end of the peaked roof
- Front Door has been worked on
- Work has begun to finish key fob access for the woodshop back door
- We are waiting to hear back from “A Beautiful” regarding Phase 2
 - Alex is away currently but they promised to set a meeting next week
- As cabling for key fob system is finished we are looking to plug holes around the perimeter of the 1st and then 2nd floor
- No major work
- Minor change run by Casey, big change talk to facilities

15. Stations

- **Check in:**
 1. Visual- Setup / Layout / Labeling / Accessibility
 2. Educational- Certification classes / Public classes / Intro videos
 3. Community / Social- Meetups / Bench time / Skill shares
 4. Onboarding and orientations

Think about

 - What works - Keep Doing
 - What isn't working - Stop Doing
 - What should we Start Doing?
- **Small Metals**
 1. We are sharing a small section of the Woodshop, by the back door.
 2. In order to use the Small Metals area you need to have gone through the Woodshop orientation.
 3. I'm in the process of deciding what items to bring out of storage to get started. Will let you know when it's ready to use.
 4. Working with Casey to bring important things from upstairs to downstairs
- **Fiber Arts Studio**
 1. Space organization is nearly complete including, labeling, kits and bags for machines
 2. Basic tools pack and go use kits

3. Open sew and classes are well attended
4. Working on more classes for spring and summer
5. Working on wearable LED (bring own garment)
6. I

■ **Print Shop**

1. Painted the print shop and moved furniture
2. Did many cert classes
3. Training leads to help with responsibilities
4. Plans to take a woodshop cert and ...
5. Meeting every thursday 11-1 for social meet up time
6. Collab with Lyman Allyn Museum
7. Created new curriculum

■ **Woodshop**

1. Ongoing shop upgrades (tool wall reorganization, lathe repair)
2. Orientations approximately weekly (attendance hit or miss)
3. Certification classes ongoing
4. Project classes planned
5. Holding off open shop sessions until funding is available
6. Slow down in April likely due to limited lead availability

■ **Stained Glass**

1. Improving studio by labeling everything that I can, drawer contents, etc.
2. Identifying tools, etc. with yellow paint to avoid mix-ups
3. Cert classes going well; will submit 6-month schedule through September
4. Educational classes going well; wait listed. Added more for May.
5. Intro video script still not done - too busy!
6. 4-5 people using studio daily - need to schedule "bench time".
7. Rescheduled May 7-8 class to April 30-May 1 to resolve conflict with Grand Opening
8. Plans for what items to display on GrandOp day
9. Val will be away April 5-17.

■ **Electronics**

1. Electronics night has been going well
2. We have classes scheduled through May (check out list ideas on whiteboard)
3. Still don't have any certification classes
4. Still haven't finished our video script
5. Need to work on labeling, signage, visual consistency
6. Need to set up the two sets of donated shelves in the basement.

■ **Coworking**

1. Have been strategizing the second floor plans with drawing/painting, AV and facilities.

Group Discussion

What did you learn from the other stations checking in?

- Printmaking -> "Electronics lab home to" (what does you station offer)
- Stained glass-> ready to use manual from fiber arts
- Small metals -> laminated sign for info to community

How do we help each other?

How do we find support inside our stations?

keep the burden off the leads?

New Business

- **Stanley Tools Request**
 - [Station Lists all found here](#)
 - Woodshop leads will compile list from all stations on April 30th

Unfinished Business

Announcements

- Need Tour Guides

Adjournment

- **Meeting finished at :**
- **MOTION: George**
- **SECONDED: Sherri**
- **VOTE: unanimous**

Past ACTION ITEMS / Closed, Extended, Tabled

1. Maritza Vargas - Open for helping get members/teachers virtual. **Closed**
2. Link for request to do a class/meetup/skillshare:
<https://docs.google.com/forms/d/e/1FAIpQLSc1Z5msz0LLhj60hmLbqJsOhCpYuyNP32L6mkyOO7F2RrJ9uw/viewform>

New ACTION ITEMS

Casey- member list in station CLOSED

Faith- send reminder email a few days before next meeting so people can fill out their bullet points