

# Spark Member Council Meeting Minutes



Meeting Agenda  
September 11, 2018

# Member Council

## **Committee Chair: Casey Moran, John Scimone, Ashby Carlisle**

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.

### **Chairs:**

John Scimone  
Casey Moran  
Ashby Carlisle

### **Attendees:**

Ashby Carlisle - Programming  
Vic Filepp - A/V  
X Drew Gates - Electronics  
Mike Molinari - Electronics  
Valerie Gilson - Stained glass  
Tim McGuire - Woodshop  
X Aly Maderson-Quinlog - Printmaking  
X Nike Desis - Printmaking  
Melinda Quinn - Fiber arts  
X Winifred Bellefleur - Fiber arts  
Sherri Condon - Fiber arts  
George Ryan - Coworking  
Kim Kantharaj  
Liisa Lang arrived 6:20  
Robert Hatcher arrived 6:37

**X = not present**

# Agenda

## I. Call to Order - 6:10

## II. Roll Call - As above

## III. Reading and approval of the minutes

**MOTION** by John Scimone, seconded by Sherri Condon. Approve meeting minutes without reading. **VOTE 7-0**

## IV. Time allocated for Kim Kantharaj - 15 minutes

- a. Kim Kantharaj spoke to the Member Advisory Council about her recent removal as small metals lead.
- b. Time for following discussion will be held in New Business

## V. Reports of Standing Committees - 5 minutes

- a. Spark's Financial Report  
Casey reported about Spark's financial state
- b. Fundraising  
Casey reported about the Goth Prom. The Goth Prom is planned to occur at the Social on Wednesday, October 31. Spark will get all proceeds from the door. Spark may get \$1 per cocktail from a special menu. Spark will need to create decorations for the event. Decorations are a great opportunity for Make 1 & Take 1 events. Leads should start thinking about creating quick Make 1 & Take 1 events. The Oasis would like to host our "monthly" Jackbox night with Spark tentatively getting proceeds from the door.  
Additional fundraising opportunities include the annual appeal as well as
- c. Programming  
All attendees heard the programming report-out from the Member Meeting.
- d. Scholarships  
Casey presented about the scholarship structure. Scholarship recipients are requested to volunteer 8 hours per month and receive a \$45 discount on membership (so they pay \$10 per month). Applications (found on the website) will be forwarded directly to the station that the applicant has indicated interest in. Each workstation should select a scholarship recipient. When selected, notify Casey via email and he will arrange the rest.

## VI. Special Orders - 1 hour

- a. Definition and Publication of Lead Responsibilities **10 minutes (discussion only; motions to be entertained next meeting)**

### ***Currently Documented Workstation Lead Responsibilities (shared with other Leads)***

- i. Developing and leading the orientation to the workstation
- ii. Signing off on Spark Members' safe and responsible use of the workstation
- iii. Teaching others and being helpful
- iv. Maintaining and improving the workstation
- v. Managing the Wish List for the workstation
- vi. Working with Spark staff to coordinate the schedule of use
- vii. Ensuring signage and information at the workstation is current
- viii. Keeping Spark Board, the ED, and/or the MAC in the loop
- ix. Arrange class offerings

- x.
- xi. Engaging the community and encouraging activity
- xii. Communicate to the Executive director if you can't fulfill these responsibilities

- b. Process for handling leads who are delinquent in meeting these responsibilities **25 minutes (discussion only; motions to be entertained next meeting)**

Discussion was held about how to handle leads who are deficient in meeting your responsibilities. As discussed: Initial discussion with a deficient lead will be handled first from the ED. Then it would be brought to the MAC if not corrected.

- c. Process for handling under-used workstations **25 minutes (discussion only; motions to be entertained next meeting)**

Ask why it's being under-utilized. Is it the activity, a general lack of interest, the lead(s), or something else?

Action Item - Mike Molinari to bring a draft of his "algorithm"

#### **VII. Unfinished Business and General Orders - 15 minutes**

- a. Motion: One representative per workstation ~~and three open seats~~ shall be on the Member Council with the ability to assign a proxy
  - i. **MOTION** by Ashby seconded by Sherri Condon. **VOTE 12-0**

#### **VIII. New Business - 30 minutes**

- a. Robert Hatcher expressed a vision for the future of the small metals station  
**MOTION** by Mike Molinari, seconded by George Ryan that Robert Hatcher be appointed lead of small metals. **VOTE 12-0**
- b. **MOTION** by Mike Molinari, seconded by John Scimone that all motions passed that conflict with older passed motions take precedence. **VOTE 12-0**

#### **IX. Announcements**

**Next meeting will be September 25th.**

- X. Adjournment MOTION by John Scimone, seconded by Sherri Condon, VOTE 12-0;**  
**Adjourned 7:58**