

# Spark Board Meeting Minutes



## Board of Directors

February 6, 2019

<b>Directors Present:</b> <ul style="list-style-type: none"><li>✓ Kristin Harkness, Chair</li><li>✓ George Ryan, Vice Chair &amp; Treasurer</li><li>✓ John Scimone, Secretary</li><li>✓ John Curran</li><li>✓ Erica Andrews</li><li>✓ Ashby Carlisle, Member Rep</li><li>✓ Michael Molinari, Member Rep</li><li>✓ Casey Moran, Executive Director</li></ul>	<b>Guests Present:</b> <ul style="list-style-type: none"><li>✓ Kate Presto</li><li><input type="checkbox"/> _____</li><li><input type="checkbox"/> _____</li><li><input type="checkbox"/> _____</li><li><input type="checkbox"/> _____</li><li><input type="checkbox"/> _____</li></ul>
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Minutes Taker:

Call to Order at: 6:06PM

## I. Review and Accept Meeting Minutes for January 2nd, 2019

[Jan 2nd, 2019 Meeting Minutes](#)

**MOTION** was made by George Ryan to accept the meeting minutes from January.  
Second by John Curran. **VOTE: Unanimous in favor.**

## II. Agenda Review

## III. Action Items

Report on actions taken and Close/Table/Extend each item. Record any motions made.

(Sample motion)

**MOTION** was made by \_\_\_\_\_ to \_\_\_\_\_. Seconded by \_\_\_\_\_.

**VOTE:**

## IV. Committees

### Fundraising Committee Report

- Stanley Tools grant is being pursued for the woodshop right now.
  - Talk with Drew Gates about experience with MakerspaceCT.
  - Look at extending ask list to other stations than woodshop.
- Bodenwein
  - Asked for \$5000, Received \$1000
  - To support scholarships, affordable classes and materials for those classes.
  - Kate will handle logging in to the portal to receive the grant.
  - Address for thank you letter needed. Contact Amy.
- June Annual Appeal
  - Preliminary discussions happening.
- Pfizer grant being worked on.
- Sponsorship being discussed with chelsea groton bank about software for video editing/AV/
  - Based on prices from the techsoup account in the name of the Spark Foundation. Email will be used to confirm this is ok with the Spark Foundation.
- Keep in mind IRS rules for sponsorships.
  - No endorsements / advertisement.
  - Thanks are "OK".

### Member Advisory Committee Report

- Jackbox game night at the Oasis made 129\$ and was successful. Next date to be scheduled.
- March 9th is the date for the first seasonal open house.
- Teacher compensation proposal was approved by member advisory council.
- Halloween committee was approved by member advisory council.

- Certification process was approved by member advisory council.

#### Scholarship Committee Report

- Committee has not met.
- Scholarship application needs changes/ updates.

#### Membership (Summer Melt) Committee Report

- Open House- March 9th 1-4pm
- John Davis has information about some of the public access TV shows.
  - Ronda Stoller (Thinking green show) on public access. “Fairly big” - standing invite
  - Daryl Finizio - Standing invite
  - Dot Ames -standing invite
- Assembly of kit for setting up spark table at events.

#### Signage Committee Report

- Specification for size of sign to be emailed out
- Feb 12 is scheduled meeting for this. Need to change the date
- Possibly some city money available for this project via the “Local sign grants”
- Build in house or external sign company to be determined.
- Proposal will be solicited from the membership for sign proposals fitting in the parameters

#### TRIP Report

- Ignite on hold; Emma is part-time interim director for TRIP.
  - Marine maker fair will still happen.
- TRIP director David McBride left for Finance Director position with City of New London
- Potential new space
- Treehouse Idea: a “third space” where people bump into each other and great things happen, e.g. Starbucks.
- Kim Kelly is working on a 2-page proposal for CT. Spark supplying some information about Spark’s mission and purpose. Possible new location option colocated with coworking space.
  - George Ryan and Casey want to be involved. John Curran can do writing.
  - George Ryan will be available for conversations and building walkthroughs.
- Need to follow the Makehaven model for getting grant money from CTnext. TRIP is the path to the CTnext money.
  - Volunteer hours used for match.
  - Gifts from landlord for renovations on building used for match.

## V. Budget Review

Membership: 89

- General Members: 34
- Working Members: 30
- Scholarship Members: 8
- Other non paying (leads, gift certificate, lifetime, board, etc.): 17

Financials:

- Cash on hand: \$9,733.83
- Class income: \$732.00
  - Intro to SP \$250
  - Tesla Coil \$210
  - Int. Sewing \$272
- Fundraising/Donations:
  - Check for \$10325 from network for good (Facebook campaign) to spark foundation. Spark will receive approximately \$9800.
    - John Scimone, Casey and Kristin's campaigns
  - Review of Charter Oak matching cash against what we recorded is needed. \$3870 is expected total.
- Mid March is when we will know the status of the Palmer Grant if we get it.
- 6 to 8 weeks runway exist right now.

## VI. 501(c)3 Status Review

2017 Tax Return Amendment Status

- Has been mailed. 6 to 8 weeks expected processing time. Possibly longer due to gov shutdown.

Form 1023 Status

- Forgot check the first time it was sent in. The application was rejected.
- Resubmitted on Monday, Feb 4th. Certified mail.
- \$500 check will be deposited now into the spark makerspace account
- Anonymous donor 1 should be notified. Email to be sent by Kristin :-).

## VII. Membership Meeting Report

Membership meetings are bi-monthly. The next meeting is scheduled for: March 5, 2019.  
Email to discuss agenda.

## VIII. Teacher Pay Proposal

See attached proposal: [here](#)

- Member advisory council to formulate the outline of responsibilities and powers of the programming committee.

**MOTION** was made by John Scimone to approve the 2019 teacher compensation proposal as written. Seconded by John Curran. **VOTE: Unanimous**

## **IX. Employee Sick Time Policy**

**At 8:04pm John Curran and Casey Moran recused themselves.**

Sick Time Policy for discussion:

Each employee may take up to 5 paid sick days in a calendar year. Sick days shall be reported to the Board Chair as soon as possible. A doctor's note or permission of the Board Chair is needed for more than 2 consecutive sick days. Unused sick days do not carry over into future years, and unused sick days are not paid out at the end of the employee's employment.

**MOTION** was made by Michael Molinari to approve the sick time policy as stated above. Seconded by Ashby Carlisle. **VOTE: Unanimous.**

**At 8:07pm John Curran and Casey Moran returned**

## **X. New London St. Patrick's Day Parade**

Barbara Neff has invited us to march in the St Patrick's Day parade which, this year, will be on St Patrick's Day. There is no cost to nonprofits and she counts us as such. Shall we? And in general, whose decision is this kind of thing - Board, Casey, Member Advisory Committee?

**MOTION** was made by George Ryan to approve participation in St. Patrick's day parade. Seconded by Kristin Harkness. **VOTE: Unanimous.**

## **XI. 225 Lease and Other Space Options**

Kristin and George W's latest lease proposals are [here](#). [George's](#) has red highlighted changes, so easy to see differences. Meanwhile, Kristin has 3 other ideas for alternative spaces.

- Water bill update. Second and third floors appear to be shut off. There is water usage from toilets that have slow leaks and consumptions of water. Those toilets have been shut off and are marked as out of order. There is only 1 toilet available in each restroom.
- Spark should not be on the hook for the carpet that was removed that was water damaged and moldy.
- Keep an eye out for other locations in New London for a temporary or more permanent location.

## **?. Adjourn Meeting**

**MOTION** by Ashby Carlisle to adjourn. Seconded by George Ryan. **VOTE: Unanimous.**  
Meeting adjourned at: 8:43pm (We went late)

## ACTION ITEMS

### JOHN C

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### JOHN S

- Connect with the Public Library of New London to discuss their requirements for youth programming for potential implementation at Spark. **EXTENDED. Kristin met with Maritza, the library is interested. Maritza Vargas contact info: (860) 857-3915 [mvargas@plnl.org](mailto:mvargas@plnl.org) [ritzv74@gmail.com](mailto:ritzv74@gmail.com). Director is Madhu Gupta.**

### MIKE

- Work with Kristin to determine where the existing cameras feed to. Then identify a bill of materials needed. **EXTENDED. Ran a power cable to the camera system. Need to work with George to determine password? Possibly look at “Wyze wifi cameras”.**

### KRISTIN

- Ping Hannah about donation/loan with parents. **EXTENDED**
  - Conversation will continue. Tax deductible donation option is with Hannah and her discussion with her parents.
- Follow up with AD1 about status of 501(c)3 application.
- Reconcile Annual Appeal with funds received to see what (if anything) is left to track down).

### CASEY

- With Member Advisory Committee and Leads, further develop safety information for each workstation. **CLOSED.** Created more signage for the various stations.
  - Certification sheets have been put up in each of the workstations.
- Reinstate once monthly individual meetings with workstation leads. **EXTENDED.**

### GEORGE

- Bring in example camera, work with Mike.

### KATE

- Accept Bodenwein Grant

## LIST OF TABLED ACTION ITEMS

- Further explore options for partnership with Hispanic Alliance. **CLOSED**
  - Print maker has been awarded this scholarship. Imna Arroyo

