

Spark Member Council



Member Council Agenda/Minutes
February 21st , 2022

Member Council

Committee Chair: Drew Gates and Casey Moran

Vice Chair: Michael Molinari

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~~
- Drew Gates
- Mike Molinari

Attendees:

Need 6 stations for quorum

	<input checked="" type="checkbox"/> Check if present. <input type="checkbox"/> Don't if not.
Casey	<input checked="" type="checkbox"/> Casey Moran
AV	<input checked="" type="checkbox"/> Vic Filepp
Small Metals	<input type="checkbox"/> Maritza Vargas
Electronics	<input checked="" type="checkbox"/> Drew Gates <input checked="" type="checkbox"/> John Seimone <input checked="" type="checkbox"/> Mike Molinari
Glass Arts	<input checked="" type="checkbox"/> Valerie Gilson
Woodshop	<input checked="" type="checkbox"/> Dan Flavin <input type="checkbox"/> Jake Kaeser <input type="checkbox"/> Jonathan Roussin
Fiber Arts	<input type="checkbox"/> Sherri Condon <input type="checkbox"/> Melinda Quinn <input checked="" type="checkbox"/> Teresa Grosse
Drawing	<input type="checkbox"/> Brad Sheridan
Print Shop	<input type="checkbox"/> Nike Desis <input type="checkbox"/> Julie Garay <input type="checkbox"/> Michaela Abate <input checked="" type="checkbox"/> Natalie Grayson
Coworking	<input type="checkbox"/> George Ryan

Others Present: Ashby Carlisle

1. Call to Order - Roll Call - :07

2. Role of this meeting

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

3. Reading and approval of the minutes [12/20/2022](#)

MOTION:Valerie Gilson

SECONDED: Natalie Grayson

VOTE: 9-0-1

4. Treasurer Update.

- Cash on hand:
 - Union Street Account: \$100.02
 - Checking Account: \$61,741.91
 - Savings Account: \$67,534.70
 - PayPal Account: \$3,670.30
- Updates:
 - Our Accountant Kate has processed the actuals vs. budget for 2022. Her words “We did a fantastic job! Our revenue was higher than we budgeted, and our expenses were lower than we budgeted!”
- If you have any questions about financials, email maple@sparkmakerspace.org.

1. Executive Director Report - casey@sparkmakerspace.org

<https://www.sparkmakerspace.org/members-area>

131 Members- Wahoo! New Record!- 6 New Members!

30	Honorary/leads/board/staff
10	Scholarships
20	Working Members
71	General

Most members we've ever had!

Want to bring back the members board- Pictures/names of members

Pi Day- Member Social 3/14- Bring your favorite pie! Will put out in the next member email! Pi day is an open event. Bring your friends and prospective members.

Free Day- 5/6 We invite you to our first annual Free Day celebration, an open-to-the-public event marking one year since our grand opening at 7 Union St. At Spark Makerspace, we believe in the power of community and the importance of providing opportunities for people of all ages and backgrounds to explore their passions and develop new skills. Empowering New London County to MAKE, CREATE, and COLLABORATE. Our Free Day celebration is a testament to this belief, offering free activities and workshops in our woodshop, fiberart studio, electronics and technology lab, and print shop.

Ashby Carlisle [shared that Event planning docs can be found in the drive here.](#)

Action item: casey@sparkmakerspace.org and Drew Gates will determine if we can automatically expire access control cards. - **EXTENDED.**

- Station Budgets/ Executive Projects Funds

Electro nics	Fiber Arts	AV	Stained Glass	Woodshop	Printmaking	Drawing Painting	Coworking
\$103.77	\$283.88	\$1,398.50	\$0.00	\$524.29	\$0.00	\$375.00	\$375.00

Totals are current as of : FEB 3.

- **Standardization initiative**- Excellent Job
 - a) Still need videos for electronics & Woodshop
 - b) Label color code- I got tape!
 - c) Signage

Please direct members to <https://www.sparkmakerspace.org/members-area> to answer many of their questions.

5. Action Items

- Casey, Schedule and set up a committee meeting for FREE DAY. George and Maritza volunteered to help with this at 2/1 board meeting.
casey@sparkmakerspace.org
- Casey, Schedule meeting for committee handling the new membership prices

6. Signup days

- Signup days **needs tour guides** (Saturdays 1-3pm)
 - Casey is actively looking for Saturday volunteers.
- Need tour guides
- Made (in members area)
 - video How to,
 - Bullet Script

- Full Script
 - If you know a member who is looking for a volunteer opportunity, this is a good one

7. Fundraising Committee - 4:00 pm Wednesdays virtual (except in-person on first Wed. of month)

- a. Community Partnership Initiative to start June 2023
 - Partnerships- FRESH New London, Mujeres Entre Culturas, (Women Between Cultures), Southeastern CT Robotics -SECTR, Expressiones Cultural Center, Thrive55+ Active Living Center
 - Community Foundation Grant - requesting \$14,000 - due January 13, 2023
 - Charter Oak Credit Union Grant - requesting \$4000 due January 1, 2023
- b.
- c. Looking into Community Investment Fund grant
 - Waiting for Rick Staub to complete redesign the front entrance for accessibility and determine scope/cost. Looking at the building as a whole.
 - Working on a basic proposal to discuss with the state.

8. Membership Committee- On Hold

9. Education Committee (Casey, Maritza, John S, Drew G, ...)

- a. **Last meeting was postponed. Next meeting date: xxxxx/xxxx/xxxx**
- b. Homeschooling
- c. Information to Students- Included on class emails when tickets purchased
 - [Need to Know Information](#)
 - [Parking](#)
- d. Be sure to Fill out new proposal form- [LINK](#)
 - Extra question on proposal form
- e. New industrial sewing machine certification class is being set up with a project based class of making a luggage tag with leather.
- f. Several new wood shop classes are getting scheduled soon.
- g. New home schooling classes are starting. Two classes have already sold out. Good job!!
- h. New email is being sent out to all class ticket buyers giving basic information about parking, safety attire, ect. Emails can be customized but it is a lot of work for Casey.

10. Marketing Committee (Casey, Vic, ...) -

- a. Richard Selden wrote an article on Spark and the Homeschooling program. You can see it [here](#).
- b. Homeschooling marketing continues
- c. Class marketing continues
- d. A new poster for distribution to various venues is in development
- e. PSA on the radio from Eddie Long for Free Day .

11. Facilities Committee (Vic)

- a. List of known Facility projects is [here](#). If you see something you think belongs on the list please email [me \(Vic\)](#).

- b. Fire escape repair
 - See [structural engineer's report](#) for details.
 - Jesse Good has been contracted to complete structural steel work to meet the recommendations of the structural engineer.
 - Painting quote is \$3800
Mike Molinari, John Scimone, Drew Gates are down for rust clean up and painting.

12. IT Committee (Drew G, John S, Vic, TJ, Salem)

- a. Need to meet this month, probably next Friday (2/24/2023)
- b. Nothing has broken in the last couple of months
- c. Planning to improve the video surveillance system coverage (required for insurance and working with minors)
- d. Planning to improve door control system and install door closed sensors
- e. Reminder, If you have any IT needs or if some thing i broken (technology related) please send an email to IT@sparkmakerspace.org

13. Stations

a. Check in:

- **Fiber Arts Studio (Sherri, Melinda, Teresa)**
 - We do not have space to store members' projects - we ask that members use their cubbies for any ongoing projects. We are currently looking at the donated materials vs space available and will reduce the amount of 'stuff' on hand for a cleaner, more efficient look.
 - We would like to loan out sewing machines (not sergers) to members - not the Pfaff machines, just the 'old' ones that we keep under the table. Do we need members to sign a waiver? We can tag the loaners - take the machine, leave the tag. What do we need to move forward?
 - Spring cleanup of donated materials was carried out last month. Lots of things went to goodwill.
 - New materials donation policy needs to be formulated to be more selective and prevent build up of junk.
 - A plan is being formulated to facilitate checkout and loaning of portable sewing machines for members.
 - A culling of the sewing machines was performed keeping the best machines and donating others to goodwill.
- **Print Shop (Nike, Michaela, Natalie)**
 - Homeschooling "Exploring Printmaking" upcoming - woot!
 - Intro to Screen Print scheduled through April
 - New signage
 - Person screen storage is being discontinued (Check on this) and time limits on retention of screens that have been burned. Burned screens will now only be retained for 2 weeks.
 - New power washer installation underway. Power washer will be leads only. Dan will look at power washer on the last weekend of february
- **Woodshop (Dan, Jonathan, Jake)**
 - Certification classes continuing
 - a. Two-day intensive (crate class)
 - b. Lathe

- CNC class delayed, instruction still in work
- General certifications and specific sign-offs continue
- Kate Berrigan assisting with classes and shop work
- Tentative plans to set up small metals, add heat-resistant bench for kiln to heat treat tools
- Stanley grant being completed
- **Stained Glass (Valerie)**
 - Classes continue to be well-attended. The new air plant holder classes went well and were strategically scheduled before Valentine's Day for gift-giving. Attendees were very pleased. There is also a new intermediate-level framing and finishing class offered. The first one sold out; there are additional dates offered..
 - Open studio on wednesday nights is not working for Vals personal schedule. A new schedule will be announced. On hold for now. Stay tuned for new times and dates.
 - Would like to remind other stations to keep holiday-themed gift giving in mind when scheduling classes. It seems that we are missing out on revenue-producing opportunities.
- **Electronics (Drew, John, Mike)**
 - Electronics nights fluctuate between just a few attendees and a room-full
 - Certification classes are going well
 - Working on the Free Day project.
 - Soldering class has been running. Every one so far has successfully build the project and it worked so that means the soldering was successful.
 - 3d printing cert class happening last sunday of feb. Sold out. Next available is sun mar 26.

14. Old Business

- a. Member-to-Member Communications - **EXTEND**
 - The IT committee is still working on Discord setup. Need documentation and ED approval.
- b. ***Reminder for leads at Member Council meetings***

15. New Business

- a. Proposed changes to Membership (fee schedule and membership levels/groupings)
 - Proposed to Changes to Membership will be discussed once after MAC before March board meeting. Must include draft for MAC. Tentative date/time is Feb. 23 at 4pm. Will need to confirm.
 - At the board level there is understanding that we need to make this as accessible as possible.
 - People at MAC should come to meeting at [when?] or ping membership if they have input.
 - This is a separate committee/working group. [Link here.](#)

16. Announcements

- Next Member Election will be at the May 16th, 2023 Member Social. Please be thinking about who from your station might be interested/a good fit to support Spark in this role..

17. Adjournment

- a. Motion to adjourn: John scimone**
- b. Second: Ashby**
- c. Vote: unanimous.**
- d. Meeting adjourned at: 7:19pm**