

# Spark Member Council



Member Council Agenda/Minutes  
October 24th, 2023

## **Member Council**

**Committee Chair: Michael Molinari and Casey Moran**

**Vice Chair: TBD**

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
- Mike Molinari

**Attendees:**

Need 6 stations for quorum

	<input checked="" type="checkbox"/> Check if present. <input type="checkbox"/> Don't if not.
Staff	<input checked="" type="checkbox"/> Casey Moran <input checked="" type="checkbox"/> Griffon Jones
A/V	<input type="checkbox"/> Vic Filepp
Small Metals	<input type="checkbox"/> Maritza Vargas
Electronics	<input type="checkbox"/> Drew Gates <input checked="" type="checkbox"/> John Scimone <input checked="" type="checkbox"/> Mike Molinari <input type="checkbox"/> Salem Sturm
Glass Arts	<input type="checkbox"/> Valerie Gilson
Woodshop	<input checked="" type="checkbox"/> Dan Flavin <input type="checkbox"/> Jake Kaeser <input type="checkbox"/> Kate Berrigan <input type="checkbox"/> Jonathan Roussin
Fiber Arts	<input checked="" type="checkbox"/> Sherri Gondon <input type="checkbox"/> Melinda Quinn <input type="checkbox"/> Teresa Crosse
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:

1. Call to Order - Roll Call - 6:08

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

3. Reading and approval of the minutes [8/15/2023](#)

MOTION: John Scimone

SECONDED: D Flavin

VOTE: 5,0,1

4. Treasurer Update.

- Cash on hand:
  - Union Street Account: 100.02
  - Checking Account: 65,304.85
  - Savings Account: 67,557.13
  - PayPal Account: 668.60
- Updates:
  -
- If you have any questions about financials, email [maple@sparkmakerspace.org](mailto:maple@sparkmakerspace.org).

1. Executive Director and Community Manager's Report - [griffon@sparkmakerspace.org](mailto:griffon@sparkmakerspace.org)

**Casey Moran**

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

- Members: 132
  - By Amount
    - 34 at \$0 (leads)
    - 10 at \$10 (need based scholarship)
    - 18 at \$30 (working members)
    - 56 at \$55 (older members)
    - 12 at \$65 (new members)
  - Sept. and Oct. sign ups:
    - To be determined (a few)

- Sept. and Oct Losses
  - Lost 6 members
    - 1 will still teach but not member
    - 2 dual members
    - 1 regular
    - 1 community partner moved- but will be replaced by another community partner
  - 4 members pending (cc errors)
  
- Station Budgets/ Executive Projects Funds

Electronics	Fiber Arts	AV	Stained Glass	Woodshop	Print making	Coworking
\$603.77	\$1,081.92	\$1,398.50	\$0.00	\$536.62	\$139.38	375

Totals are current as of : 10/15/2023

### 5. Goth Prom

- Looking for volunteers-

<b>Goth Prom Volunteers</b>	
<b>5 volunteers - Decorate the Venue (The Social at 208 Bank St)</b>	
1-3pm	<b>Kate B.</b>
1-3pm	<b>Sherri C</b>
1-3pm	<b>John Scimone</b>
1-3pm	<b>Faith Scimone</b>
1-3pm	<b>Drew Wilson</b>
<b>2 Instant Photographers for Prom Photo Booth</b>	
8-10pm shift	<b>Robin Harris</b>
10-12:30 shift	<b>Ben Ellcome (can switch if others want it)</b>
<b>2 volunteers- Information table- (take money for prom photo)</b>	
8-10pm shift	<b>Kristin H</b>
10-12:30 shift	<b>Maple</b>
<b>4 Door People</b>	

8-10pm	<b>Caleb Morgan</b>
8-10pm	<b>Chevelle</b>
10pm-12am	<b>xavier</b>
10pm-12am	<b>Cecil</b>
<b>5 Volunteers Clean Up Team Post Prom</b>	
Post Prom	<b>Nat G. and Jay</b>
Post Prom	<b>Jonathan malia</b>
Post Prom	
Post Prom	
Post Prom	

## 6. Action Items

- Update Sept/Oct new member count in these minutes

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

Gala- Update-

- **Spark Makerspace 2023 Gala- The Roaring Twenties**
- **Saturday, November 18 · 6 - 9pm EST**
- 2023 honorees are:
  - **Ashby Carlisle**
  - **Migdalia Salas**
  - **Julie Garray**
- Thames Club
- Silent auction
  - Sherri- volunteer (prior experience)
- Ticket purchases are requested to buy tickets early to help drive appearance of sales

### Grants Pipeline

- CFECT Grant- Community Partners Reporting (December report)
- November 15th- Palmer-
  - Reporting and Writing

## 8. Membership Committee- On Hold - Community Manager

### a. Membership Overview

- Tours are up. Sign ups are not. Discussions on going with Board and Executive Director to find possible remedies for the drop off in members and lack of sign ups.
  - Working Members/Studio Steward ( As a possible means to combat member drop off and lack of sign ups )
- Member Survey <https://forms.gle/5nBdqWbaYPpK4USh9>
  - Results so far: membership is looking for more opportunities for social engagement within the makerspace (where not all are focused on making something). Events to occur in tandem with annual member socials, and meet ups.
    - a. Guest Speaker
    - b. Game Nights
    - c. Skill Shares
    - d. Meetups dedicated to an ongoing collective, collaborative project
    - e. Discord Events
    - f. Peer Mentorship
    - g. Lounge/hang out area (that isn't Electronics)
- Current Goals:
  - Game Night - Saturday December 2nd
    - a. Open to public with ticket sales or suggested donation
    - b. Different types of games in each area
    - c. Potluck/Pizza
  - Goth Prom
    - a. Volunteers needed, see sign up sheet above
    - b. Partnering with OutCT this year
  - Marketing the Discord Channel to Members (easier channels of communication)
  - Attempting to engage volunteers for facilities at Spark
    - a. Difficult to engage possible volunteers, incentive may be the best option. Working/Clean up days are a possibility as well as roping in facility needs to the new working member pilot (Studio Stewards)
- Facilities
  - Scheduling facility upkeep tasks and coordinating volunteers to assist with them.
  - Most Important:
    - a. Bathrooms (Clean and restock)
    - b. Trash**
    - c. Sweeping /Mopping/Vacuuuming
    - d. Kitchen area upkeep
    - e. Trash
    - f. Shovel/Salt
    - g. Cleaning the Doors/windows
  - Installation of security cameras will be covered by IT committee
  - The tree behind the building is gone
  - FYI: [Master project list](#)

- If there is something you think should be added please [email](#)

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

- a. Moved to Quarterly
- b. Next meeting is—
- c. Class survey qr codes up
- d. Send in November December Classes

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

- a. Classes
- b. Goth Prom
- c. Gala
- d. Please send pics you take around the space to [Casey@sparkmakerspace.org](mailto:Casey@sparkmakerspace.org) or [vic@sparkmakerspace.org](mailto:vic@sparkmakerspace.org) or [Marketing@sparkmakerspace.org](mailto:Marketing@sparkmakerspace.org) or Dropbox
- e. No New Report

#### **11. Facilities Committee (Vic)**

- Opening in the gable end at the back of the building
  - a. Need to close and seal
  - b. No current progress
- Opinion of present members is not to oppose removal of the whole tree if possible.
- Fire Escape
  - We have a new power washer, which is primarily for screen cleaning in the Print Shop, but will serve other purposes, including initial rust removal on the fire escape
    - a. I would like to make this a volunteer project so let me know if anyone is will to take this on
- Condensate pump
  - There was an ongoing problem with the condensate pump in the back basement. It was not switching on and would overflow onto the basement floor. Wiring in the overflow switch would shut down the dehumidifier until it was manually reset. A new pump was installed. It has a much better switch design and has been working reliably.
- b. List of known Facility projects is [here](#). If you see something you think belongs on the list please email [Facilities](#).

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

- a. Video surveillance system parts have been mostly installed.
- b. We're hit a connectivity snag - working to solve it.
  - Having wiring issues; options under consideration for resolution of ongoing difficulties. Next attempt ECD: 26 Oct 2023

#### **13. Stations**

- a. Check in:



- **Fiber Arts Studio (Sherri, Melinda, Teresa) sherri1000@hotmail.com  
sewcrazy06378@gmail.com**
  - Would like to request that more lockers or cubbies be obtained, now that we have so many members. We do not have space to store members' projects - We are asking members to use their cubbies for any ongoing projects but there aren't enough. As discussed at a previous meeting, we have cleared space in the "kitchen" area for Vic to store his tools, leaving the wall space on the right, as you enter, for the additional lockers.
  - 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?
  - New materials donation policy needs to be formulated to be more selective and prevent build up of junk.
  - Certifications for General & Commercial scheduled through the end of 2023 (1 of each per month).
  - Attendance at Open Sew has **taken off!!!** - most nights 6-8 ppl
    - a. Second Open Sew mid-day every other Tuesday
  
- **Print Shop (Nike, Michaela, Natalie) nike.desis@gmail.com  
nataliegrayson3@gmail.com**
  - Intro to Screen Print - Nike teaching November 14 - unsure if dates have been scheduled - NG
  - Relief Printing scheduled for October - *did not run, no sign ups*
  - In the process of reclaiming all of the screens, will be restretching many as well, potentially will be a volunteer night, Kate and Nat made lots of progress there! - On pause - maybe a few new screens to hold over until resume
  - Second power washer was also a bust, but Vic somehow made one appear in the station! Still need incorporate power washing into the curriculum and up-train members (maybe a video?) in order to maintain the screens \*priority\* -
  
  - Working towards reorganizing the materials, plans to revamp screen storage under sink and fixing the spooky half to provide concrete storage area for FRESH materials
  - Not continuing with Open Shop at this time - will find another way to engage in the near future
  - Fresh is getting a fresh wormo design.
  
- **Woodshop (Dan, Jonathan, Kate, Jake)**
  - CNC classes being offered
  - General certifications and specific sign-offs continue
  - Tentative goal for 2024: more public project classes
  - Homeschooling class ongoing
  - Shop reorganization planning to support:
    - a. Stanley Grant tools

- b. Joiners benches
  - c. Wheelchair accessibility
  - d. Power runs on ceiling
- Request disposition on small metals future
  - a. Possible date for opening or for work party to store the equipment upstairs requested
- **Stained Glass (Valerie)**
  - Multiple certified users observed in glass studio throughout the week.
  - Homeschool program continues; is going well.
  - Numerous classes scheduled for November and December. Plan to submit schedule for Jan- May next month.
  - New holiday-themed workshop to be offered for December.
- **Electronics (Drew, John, Mike, Salem)**
  - Electronics nights fluctuate between just a few attendees and a room-full
  - Next 3d printing cert TBD
  - Next soldering cert class every third Saturday
  - New classes in the works.
  - Griffon passes on a request to clean and update the window display

#### 14. Old Business

- a. Member-to-Member Communications - **EXTEND**
  - The IT committee is still working on Discord setup. Need documentation and ED approval.
- b. Stanley Grant
  - Submitted. Woot (Oct 15th).

#### 15. New Business

#### 16. Announcements

**Gala, If you are purchasing tickets do it early so that the event's bright numbers show it is popular.**

#### 17. Adjournment

- a. **Motion to adjourn: Sherry**
- b. **Second: Dan**
- c. **Vote: Unanimous**
- d. **Meeting adjourned at: 7:08**