

# Spark Member Council



Member Council Agenda/Minutes  
December 20th , 2022

## **Member Council**

**Committee Chair: Willem Lefevre and Casey Moran**

**Vice Chair: Drew Gates**

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~~
- ~~Willem Lefevre~~
- ~~Drew Gates~~

**Attendees:**

Need 6 stations for quorum

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

Others Present: Faith Scimone, ~~Drew Bicknell~~

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

**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

Did have quorum. Yes

**3. Reading and approval of the minutes [10/18/2022](#)**

**MOTION: Sherri Condon**

**SECONDED: John Scimone**

**VOTE: 7-0-2**

**4. Treasurer Update:**

- Cash on hand:
  - Union Street Account: \$100.02
  - Checking Account: \$69,344.47
  - Savings Account: \$67,528.96 (\$60k from Palmer for 2023 + \$7500 emergency funds)
  - PayPal Account: \$3,525.26
- Updates:
  - October Financial Report:
  - We are in a good financial position but still need to focus on fundraising.
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- If you have any questions about financials, email [maple@sparkmakerspace.org](mailto:maple@sparkmakerspace.org).

**1. Executive Director Report - Casey**

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

**123 Members- Wahoo! New Record!**

29	\$0-1
9	\$10
20	\$30

65	\$55
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Most members we've had since just before the pandemic!

Action item: [casey@sparkmakerspace.org](mailto: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	Woodsho p	Printma king	Drawing Painting	Coworking
\$21.27	\$0.00	\$1,398.50	\$0.00	\$520.63	\$0.00	\$375.00	375

- **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.

- **Member Representative election 1/2023- Nominate yourself!!** Email Casey or [board@sparkmakerspace.org](mailto:board@sparkmakerspace.org)
  - a. Member Representative to the Board of Directors
  - b. Duty to care, a duty of loyalty, and a duty of obedience to the organization they serve.
  - c. Co-chair the Membership Committee with the Executive Director. Meets- 3rd Tuesdays of the month 6-8 pm
  - d. Duty to mission and purpose.
  - e. Actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
  - f. Monitor and strengthen programs and services.
  - g. Assist one of the Spark committees
  - h. Attend board meetings. They have been scheduled for the first Wednesday of every month.

## 5. Action Items- See below

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## 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. Year-End Annual Appeal
  - Total: \$8,988.12
  - Still going until New Year tell all of your friends/family!
- b. Please share Spark's fundraising/messaging on your social media.
- c. Donations don't have to be checks. You can Pay Pal.
- d. 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
- e.
- f. 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 (Maritza, John S, Drew G, ...)

- a. Leads please get in class schedule for the new years!!
- b. Homeschooling
- c. Information to Students
  - [Need to Know Information](#)
  - [Parking](#)
- d. Order confirmation email explaining need to know info
  - Extra question on proposal form

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

- a. Richard Selden wrote an article on Spark and the Homeschooling program. You can see it [here](#).

- b. Goth Prom
- c. Annual Appeal
- d. Ongoing marketing of classes and recurring meetups

#### 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. Accessibility is being assessed. [EXTENDED]
  - Some research regarding elevators indicates that there are several types to choose that may not necessitate penetrating the building envelope.
    - Specifically MRL or Hydraulic types [\[see link for more information\]](#)
  - Elevator Alternatives
    - Kristin, Ashby, and Casey met with a stair lift contractor in November
      - a. [Link to information](#)
- c. Landscaping work along the southwest side of the building is complete and seems to be working well. It's not a complete fix, but about as much as expected.
- d. Door installed between lobby and heated space.
  - It's working well. (Thanks to Dan Flavin for the build.)
- e. Still working toward requirements for a CO for upstairs
  - Fire escape repair
    - See [structural engineer's report](#) for details.
    - Painting quote is \$3800
    - Waiting on quote for structural work
- f. Minor repairs are ongoing
  - Need to install second floor barrier to prevent heat loss
    - a. This is done with the installation of a 'door' between the lobby and the heated areas of the building.
      - Thanks to Dan Flavin who did most of the work.
  - Tyvek sheeting on the gable end of the roof is in very bad condition after the wind last weekend.
    - It's probably unlikely that we will have the funds to fully address this near term, but we will need to either repair, or replace sections that are loose.
      - a. Again, thanks to Dan Flavin for going up to the roof to make the previous repairs.
  - We now have temperature and humidity monitoring in all working spaces and both basements. [Thanks to John Scimone and the IT Committee]

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

- a.

#### 13. Stations

- a. Check in:
  - **Fiber Arts Studio (Sherri, Melinda, Teresa)**
    - People coming to open sew
    - Cert classes scheduled through June.

- **Print Shop (Nike, Michaela, Natalie)**
  - New toys and ink
  - New lead: welcome, Natalie!
  - Lino classes going well
  - Classes scheduled through February.
- **Woodshop (Dan, Jonathan, Jake)**
  - Ongoing focus on certification classes (two-day intensive, lathe)
  - Policy update has been submitted for clarifying storage space limits
  - CNC classes tentatively planned for early next year
  - Class funds have bought new router tabletop, bandsaw fence, and table saw plug
  - Working to bring on new instructors for next year
  - Stanley grant request being resurrected for early next year
  - Other shop updates temporarily on hold until cert class demand slows down
  - Dan Flavin will send out a reminder email this week to leads.
- **Stained Glass (Valerie)**
  - Busy designing new classes for the year. 2 newest ones are both intermediate level: Frame and Finish, and Air Plant Holders. Also working on a beginner 6-week class, possibly beginning in March. Other familiar classes will continue.
  - Have provided Casey with dates for next 6 months of cert classes, strip panels, and frame/finish. More dates to be submitted this week.
  - Will start providing more free patterns and technical info to share.
  - Still looking for the person with “the right stuff” to be my assistant or co-lead.
- **Electronics (Drew, John, Mike)**
  - Soldering certs went well in Oct/Nov. Dec. class canceled
  - Working on class schedule for the new year.
  - Electronics Night every Thursday but Thanksgiving.

#### 14. Old Business

- a. Member-to-Member Communications - EXTEND
  - The IT committee is still working on Discord setup. Need documentation and ED approval.

#### 15. New Business

- a. ***Reminder for leads at Member Council meetings***
- b.

#### 16. Announcements

- JANUARY MEMBER SOCIAL 17 January 2023. 6-8pm.
  - Member election for Board Members
  - Potluck! Bring something to share.
 Some sort of activity since the last one went over well. Suggestions welcome. Email [board@sparkmakerspace.org](mailto:board@sparkmakerspace.org).
- Mike Molinari is looking for a warm home for some cats living under his porch. Reach out to him.



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**17. Adjournment**

- a. **Motion to adjourn: Dan Flavin**
- b. **Second: Faith Scimone**
- c. **Vote: unanimous**
- d. **Meeting adjourned at: 6:59**