

Spark Member Council



Member Council Agenda/Minutes
August 23rd, 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

A/V	Vic F
Small Metals	
Electronics	Drew G
Glass Arts	Val G
Woodshop	Dan F
Fiber Arts	Sherri
Drawing	
Printmaking	Nike
Coworking	

Others Present:

1. **Call to Order - Roll Call - 6:11pm**
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 [08/23/2022](#)**

MOTION: Drew
SECONDED: Vic
VOTE: :Unanimous (Dan abstained)

4. Financials:

- Cash on hand:
 - Union Street Account: \$100.02
 - Checking Account: \$78,335.46
 - Savings Account: \$67,517.67
 - (\$60k from Palmer for 2023 + \$7500 emergency funds)

- Updates:
 - Saasable was disappointing, I was not able to pull the data that I was hoping to. It does look like the average member sticks around for 7 months over the past year but I am not 100% solid on that.
 - Casey and I discussed with Kate and we will be switching to Stripe from Quickbooks for subscription payments and possibly event payment. This will provide better tools for analyzing our data. Will take some time to switch and 6-12 months to have data to analyze.

June financial report: Pending from Kate

- If you have any questions about financials, email george@sparkmakerspace.org.

1. Executive Director Report - Casey

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

114 Members

30- \$0-1	1 Staff
10- \$10	1 Life time member
21- \$30	1 Lead in Training
52- \$55	9 Community Liaisons
1- \$85	9 Honorary
	12 Leads
	18 Working Members
	53 General Members

Most members we've had since just before the pandemic!

Much of the drop-offs we've had have been working members. Hoping this will lead to more stable membership moving forward. Membership Committee will be discussing working members.

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

- Station Budgets/ Executive Projects Funds

Electronics	Fiber Arts	AV	Stained Glass	Woodshop	Printmaking	Drawing Painting	Coworking
\$98.95	\$520.01	\$1,398.50	\$98.46	\$524.63	\$40.30	\$375.00	\$375.00

Fiber arts thinks their number is high. casey@sparkmakerspace.org will confirm.

- **Standardization initiative-** Excellent Job
 - a) Does every one know how to get to the members area?
 - b) Intro to stations Videos Need
 - (1) Electronics, Woodshop- casey@sparkmakerspace.org will touch base with leads.
 - (2) Check out Fiber Arts, Print Shop, Stained Glass!
 - c) Certs-All stations moving forward

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

II. Summer Melt- **Updates** Summer Melt happens Sunday, September 18th, 12-3pm.

- Stations in:
 - a) Val's in for demo.
 - b) Electronics in for blinky pins.
 - c) Coin purses- Fiber Arts
 - d) Jonathan and Dan will be out of town. Casey will touch base with them on who might be good to have answer questions.
 - e) Printmaking- Cyanotype
- Thanks to Vic and Seth for finishing the cleanup of the back yard.
- Thanks to Vic for the grounds cleanup (and everything else).
- Posters Hang up Ask

III. Goth Prom- Friday October 28th (time?)

Sean Murray okayed the date. Casey will confirm and connect with leads re: planning. Don't want to distract from Summer Melt.

5. Street Team

- a. If you have the ability to distribute flyers to workplaces, libraries, coffee shops, etc.
- b. Ongoing, we need to organize distribution of materials. John D. formerly handled a lot of this but he is no longer living in the area.

6. Safety & Security

- a. Doors
 - We need to be wary of leaving doors open without someone watching them. Encourage people to use the front door. Do not leave doors unlocked if you are not in their *immediate* proximity.
 - Double check that self-closing doors have **latched**.
 - Double check that deadbolt doors are **locked**.

- Leads or Meetup hosts are responsible for ensuring external doors are locked.
 - Spread the word.
- b. Non-emergency line follow-up.
 - Don't hesitate to call the city non-emergency line. That's what they're there for. If someone calls 911, they'll put you on hold, so don't worry about disrupting emergency services.

7. Action Items- See below

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8. Signup days

- Signup days **needs tour guides** (Saturdays 1-3pm)
 - Casey actively looking for Saturday volunteers.
- Need tour guides
- If you know a member who is looking for a volunteer opportunity, this is a good one

9. Fundraising Committee

- a. [Charter Oak Giving Match: Please share share](#)
- b. Working on grants.
- c. Looking into Community Investment Fund grant
- d. Working on a basic proposal to discuss with the state.
- e. George working on stats.
- f. Casey mentioned that Annual Appeal coming up soon (starts Nov.)
- g. Please share Spark's fundraising/messaging on your social media.
- h. Forms are at the front desk or [print your own](#).
- i. Donations don't have to be checks. You can Pay Pal.

10. Membership Committee

- a. Next Meeting- 8/24 at 5:00 pm
- b. Continuing discussion of working memberships.

11. Inclusion Committee

- a. *Officially merged with the Membership Committee - This agenda stub is being retained for reference in case Membership Committee wants to reference something inclusion-specific.*
- b. Community Partners-
 - [FRESH](#) used Print shop in prep for a youth block party. Worked with Julie to create merch. 20 kids over two Fridays practicing printing and making merch.
 - Live screen printing at block party in addition to merch. Four hours of printing posters and tshirts. Great time!
 - Women between Cultures- Fiber arts
 - Teresa teaching private sewing classes Women Between Cultures (affiliated with Ledge Light?)
 - We should reopen a dialogue with [New London Adult Ed](#) about trying to get classes into their catalog.

12. Education Committee

- a. Homeschooling
- b. We need to

13. Marketing Committee -

- a. Working on marketing calendar.

14. Facilities Committee

- a. Note from Casey: use the wheelchair while we have it, need to give back to the Garde soon.
- b. PHASE II
 - You can see notes open what is expected in the quote [here](#)
 - You can see the quote [here](#).
- c. List of known Facility projects is [here](#). If you see something you think belongs on the list please email [me \(Vic\)](#).
- d. Accessibility is being assessed. [EXTENDED]
 - Using a borrowed wheelchair
 - Known deficiencies
 - Print shop egress path does not meet code.
 - a. The table at the back of the room must be moved, modified, or eliminated.
- e. Requested a quote for landscaping to remedy the water infiltration of the back basement.

15. IT Committee

- a. Has not met yet.
- b. Casey would like to get off the station email boxes.
- c. Ticketing System (osTicket) to grant ease-of-access on station emails.
 - This is not an official action of the IT committee, but came up as part of a discussion regarding Casey's ability to step away from the individual workstation emails.
 - Would allow an auto-responder to immediately remind users that it may take leads "a few days" or some such message to enable.
 - Drew and John will be setting up for Electronics. Will plan to demo in October and continue discussion for any station leads (and facilities/IT) interested.

16. Stations

- a. **Check in:**
 - **Small Metals**
 -
 - **Fiber Arts Studio**
 - Classes going well
 - Attendance not great
 - Classes will commence in the fall
 - Maritza working on some new classes. Casey will make sure these go to leads.
 - **Print Shop**
 - Classes are always sold out, but attendance is not 100%. Kind of weird.
 - Two certification classes.
 - Members-only open shop is Thursdays 11a-1p.

- Nike considering moving to Monday nights during Open Sew.
- **Woodshop**
 - One Day Certification Success
 - a. Breaking up in to two days
 - In big demand
- **Stained Glass**
 - New skill-building classes in the works for a “corners” and “ framing and hanging”.
 - Open Shop time similar to woodshop’s coming soon.
- **Electronics**
 - Meetups going great. Every Thursday but Thanksgiving. 6-8p.

New Business

17. On 8/3, the board voted to approve the formation of the IT Committee with Drew Gates and John Scimone as chairs and directed Drew and John to draft the mission of the committee. First meeting in September(?) for those interested.

Unfinished Business

- **Dewalt?**- on Dan’s list. No update.
- **Member-to-Member Communications**
 - See last month’s minutes for notes. Nothing new to report.

Announcements

- SUMMER MELT: September 18, 2022
 - Skilling September meeting for the Summer Melt. If you have new business that needs attention, email leads@sparkmakerspace.org.
- NEXT MEMBER COUNCIL: October 18, 2022
- WE NEED SETUP, CLEANUP, TOUR GUIDES volunteers for Summer Melt. casey@sparkmakerspace.org please add to the next member email.
- We need Goth Prom signage for Summer Melt.

Adjournment

- a. **Motion to adjourn: Drew**
- b. **Second: Vic**
- c. **Vote: Unanimous**
- d. **Meeting adjourned at : 7:37pm.**