

Spark Member Council



Member Council Agenda/Minutes
Jun 21, 2022

Member Council

Committee Chair: Faith Scimone and Casey Moran

Vice Chair: Willem Lefevre

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

Faith Scimone

Willem Lefevre

Attendees:

Need 6 stations for quorum

AV	
Small Metals	
Electronics	
Glass Arts	
Woodshop	
Fiber Arts	
Drawing	
Printmaking	
Coworking	

Others Present: John Davis, Ashby Carlisle, Drew Bicknell-Gates

1. **Call to Order - Roll Call - 6:08pm**
2. **Member Board Member Election**
 - a. Would the Candidates like to say **a brief** pitch?
 - Mike M
 - Drew G
 - b. https://docs.google.com/forms/d/e/1FAIpQLSfGOTi62QOFJl184lcyW0oL19kVim00VF6Sqh0pbmF221newQ/viewform?usp=sf_link (close after 10min)
3. **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**
4. **Reading and approval of the minutes [5/17/22](#)**

MOTION:Vic
SECONDED: Mike M
VOTE: 12 Y AND 2 ABSTAIN
5. **Financials:**
 - Cash on hand:
 - Union Street Account:
 - Checking Account:
 - Savings Account:

April Financial Report:

Updates:

- Station Repair and Maintenance
 - [Spreadsheet](#)
- Updated operations budget and budget vs actuals:
<https://docs.google.com/spreadsheets/d/1bQsGhVAkm0ZCXZLH3d41hz1YJlba5Z9S/edit?usp=sharing&oid=114703440924253673998&rtpof=true&sd=true>
 - Facilities budget has been ballparked at \$200
- Quarterly financial report has been sent to the COOP Fund, I have also attached it here:
<https://drive.google.com/file/d/1Zz9XK95eM0DYgtfykcFa2jC65EYKjoAn/view?usp=sharing>
- Kate Presto has connected us with Saasable.io to enable us to figure out ltv and churn. She is verifying the accuracy of their reports and I should have some more info on it next meeting..
- Kate filed the CT Annual Report

1. Executive Director Report - Casey

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

101 Members									
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44 General	18 Working	10 Leads	10 Board	6 Honorary	7 Community	3 NB Scholar ships	3 Leads in Training	1 Staff	1 Life Time
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- Station Budgets/ Executive Projects Funds

Electronics	Fiber Arts	AV	Stained Glass	Woodshop	Printmaking	Drawing Painting	Coworking
\$98.95	\$340.01	\$1,398.50	\$214.85	\$254.63	\$274.26	\$375.00	\$375.00

- **Summer Interns**

- a) Completed/ working on
 - (1) Printmaking resource videos
 - (a) Coating
 - (b) Exposing
 - (c) Printing
 - (2) Tour video for marketing
 - (a) English and spanish
 - (3) Taken Stained glass Cert
 - (a) Video at work
 - (4) Welcome new Member
 - (a) Video at work

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- **Standardization initiative-** Becoming the best **learning** center we can be. Ease of access to education. Increase usage of space. Fulfilling our mission (better than ever). Member retention.

- (1) Fiber Arts- Signage, intro video, certs, open event,
- (2) Stained Glass- Signage, certs,

- (3) Electronics - Open event, need schedule videotaping
 - (a) 3d Printing - class to be scheduled
 - (b) Solder Coming-
- (4) Print Shop - certs, signage, need intro video, open event
- (5) Woodshop -OPen event certs signage needschedule video

b) Orientation/Introductory videos

- (1) Fiber Arts -[Complete](#)
- (2) All other stations checked in on and in process

(a) This needs to be on video by **End of June for Grant Report**

b. Sailfest- ? (July 8, 9, 10)

■ Hello,

In the past we had Spark do a Free Crafts Sponsored by Spark Makerspace - Noon - 3pm on Sunday of the event. July 10th

Would that be something you could do this year ?

Casey will follow up with email, no leads have made a decision to attend.

c. Summer Melt- 13/14 voted yes (end of summer)

d. Goth Prom- 12/14 voted yes (Halloween)

6. Meetups Safety

- a. Youth scenario at drawing (No Minors present without a responsible adult)
- b. Safety (someone acting strangely)

7. Action Items- See below

8. Consistent station policy on consumable materials/station supplies

Lets change out the Donation signs on boxes.

From project consumables that members use in our stations, that may be from donations, maybe overflow from past projects/classes, or anything that goes into a maker's project that is here, but in any other makerspace would be expected to be purchased/brought in by the member, I would like us to agree on a consistent practice/model.

Consumables like:

Screen Printing Ink

Fabric

Stained glass

sandpaper

3D printer filament

Idea: (to be the same language in all stations with different average costs)



- How and where will the Boxes be set up?
- Also donation Box in lobby should be moved?
- Need response from electronics, woodshop, & fiber Arts

9. Fundraising Committee

- Tuesdays at 3:00
- Homeschooling proposal was approved by the Board in April as a possible new source of revenue for Spark. Since then, 3 courses have been created for a pilot homeschooling program which will happen this fall. The 3 courses run Thursday mornings from 10-1 starting September 29th and ending November 3rd.
- Waiting for pricing for upstairs to apply to Dominion Energy and other sources
- Filed final reports for the Community Foundation and Charter Oak Credit Union
- Upstairs Estimate for A Beautiful is about 228,000 for a full renovation not including elevator
- Elevator is ~100,000

10. Signup days

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

11. Membership Committee

- Discuss Guest Policy
- Will be deciding scholarships tomorrow 6/22/2022
- Continue working on Working Member policy
- Talking about Family membership/Age policy
- Discuss summer melt

12. Education Committee-

- a. Met May 10
- b. Did not meet June 14. People were not available and there were no new classes to review. They were reruns. Next meeting is on July 12, 2022

13. Inclusion Committee

- a. Officially merged with the Membership Committee
- b. The last meeting was on 4/13.. The next meeting hasn't been scheduled yet, but will be on the Working shared calendar.
- c. (Open to members)
- d. Important to the growth of the community
- e. Discussion on accommodations for wheelchair users and others with disabilities needs to be addressed.(with Facilities)

14. Marketing Committee -

- a. Working on Strategic Marketing Plan
- b. Interns- Tour video
- c. We have an Add on CCTV

10 Min Break - Counted the votes

Resumed at - 7:17

15. Announce results of election!

- a. Drew Gates won

16. Facilities Committee

- a. We are waiting to hear back from "A Beautiful" regarding Phase 2
 - Meeting was held in early April and we are still waiting to hear from Alex
 - You can see notes on what is expected in the quote [here](#)
- b. Dehumidifier is working in the back basement. It is not permanently installed, pending a work party to clear out the junk from the basement
 - We discussed getting a bid from a cleanout company. Status ?
- c. Source of water infiltration to the back basement is yet to be determined.
- d. Discussion on accommodations for wheelchair users and others with disabilities needs to be addressed (with Inclusion committee)
 - Nothing further to date.
- e. A meeting is set to get a quote for repointing and sealing the building.
 - Wed. 6/22 @ 5pm
- f. List of known Facility projects is [here](#).

17. Stations

- a. Check in:
Do you have any updates?
 - **Small Metals**
 - Still working on moving tools to the woodshop.
 - **Fiber Arts Studio**

- General machine/serger as well as Industrial certification classes scheduled through end of year - going well
 - Light up your clothing class went well. Thanks Kristen & Ashby. Ashby working on home school edition of same class
 - New Pfaff machines purchased and in use in station (very similar machines at all work tables)
 - Teresa coordinated pick up at Pfizer of lots of items donated
 - Other stations want to display in window??
 - Leads are working on how to lend out sewing machines
- **Print Shop**
 - July & August intro and cert classes posted
 - Worked on certification and Working on station introduction video Thursday
- **Woodshop**
 1. Thur 6/23 5:30-7:30pm Members-only- Bandsaw, Chop Saw, Drill Press Certification
 2. Listed two more one day woodshop intensive certs 9-5 on Saturdays covers most machine except CNC and Lathe machine
 3. Open shop night every other Thursday 5:30-7:30 pm
- **Stained Glass**
 1. Class schedule posted for next 6 months through end of Dec. 2022. A new intermediate box class to be added late summer or early fall.
 2. Homeschooling initiative: Working on 6 session glass class for this program. Will submit to Ashby this week.
 3. Suggest using first and last storefront windows to advertise homeschool program. Can help with this if needed.
 4. Member use of glass studio continues to be low - maybe this is seasonal?
- **Electronics**
 - Participated in the SECTR fundraiser / street carnival on Saturday
 - a. Taught 12 people how to solder
 - b. Collected a few email addresses for our mailing list
 - c. Expect to see a few new faces on Thursday
 - We'll be scheduling a soldering certification class which will consist of assembly of a pre-made kit.
 - Scheduled an "Intro to parametric modeling" class that had no sign ups.
 - a. Workshopping changing the name and description for the class.
 - Ran a pilot class with Casey and Ashby for the intro to 3d printing.
 - Other stations want to display on window??
 - Planning a new conceptual gathering that we may call the "Bad Idea Incubator" where we brainstorm, select, and mature a bad idea with the intention of following through with building it.
 - a. Criteria for bad ideas in this context:

- 1. Impractical or useless
- 2. Moderate complexity - complex enough to take more than a few days, simple enough to not take weeks
- 3. Fun and/or humorous in concept
- 4. Not harmful to anyone
- 5. Within budget (will need to determine that)
- 6. Wow factor

New Business

Look into- Fema Offering Physical security to non-profit

Unfinished Business

Announcements

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Adjournment

- b. Meeting finished at : 7:46
- c. MOTION: Mike
- d. SECONDED:Drew
- e. VOTE: Unanimous

Past ACTION ITEMS / Closed, Extended, Tabled

1. Link for request to do a class

<https://docs.google.com/forms/d/e/1FAIpQLSc1Z5msz0LLhj60hmLbqJsohCpYuyNP32L6mkyOO7F2RrJ9uw/viewform>

New ACTION ITEMS

ALL: Check your stations' accessibility (width of doors, width of aisles, is there a table that a wheelchair can fit under, etc)

-Valerie suggests not just going by measurements, but borrowing/acquiring a standard wheelchair to maneuver through the spaces as a test. (I will help with this.) Then consider location of accessible height work surface for w/c user. This may be slightly more problematic for glass studio. TBD.

-Val will look into borrow a wheelchair

Facilities and Inclusion committee will meet and discuss accessibility.

All: consumable materials/station supplies average price list for boxes