

# Spark Board Meeting Minutes



## Board of Directors

March 13, 2019

<b>Directors Present:</b> <ul style="list-style-type: none"><li>✓ Kristin Harkness, Chair</li><li>✓ George Ryan, Vice Chair &amp; Treasurer</li><li>✓ John Scimone, Secretary</li><li>✓ John Curran</li><li>✓ Erica Andrews</li><li>✓ Ashby Carlisle, Member Rep</li><li><input type="checkbox"/> Michael Molinari, Member Rep</li><li>✓ Casey Moran, Executive Director</li></ul>	<b>Guests Present:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Kate Presto</li><li>✓ Jessica Firinn</li><li><input type="checkbox"/> _____</li><li><input type="checkbox"/> _____</li><li><input type="checkbox"/> _____</li><li><input type="checkbox"/> _____</li></ul>
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Minutes Taker: John Scimone

Call to Order at: 6:16PM

**I. Review and Accept Meeting Minutes for February 6, 2019**

[Feb 6, 2019 Minutes](#)

**MOTION:** The board of directors accepts the meeting minutes from February 6, 2019.

**Motion by** John Curran.

**Second by** Ashby Carlisle.

<b>VOTE:</b>	In favor:	Opposed:	Abstained:	Motion Passed/Defeated.
	7	0	0	Passed

**II. File Annual Report**

Review/Update Business Info to reflect the following:

Spark Makerspace Co. <b>Principal Office</b> 225 State St, Ste 100 New London, CT 06320	<b>Mailing Address</b> Spark Makerspace Co. 225 State St, Ste 100 New London, CT 06320	Casey Moran <i>Agent</i> <b>Home Address</b> [Removed] <b>Business Address</b> Spark Makerspace	
Principal Members <b>Business Address</b> Spark Makerspace	Kristin Harkness <i>Chair</i> <b>Home Address</b> [Removed]	George Ryan <i>Vice-Chair</i> <b>Home Address</b> [Removed]	John Scimone <i>Secretary</i> <b>Home Address</b> [Removed]
Ashby Carlisle <i>Member Rep.</i> <b>Home Address</b> [Removed]	Michael Molinari <i>Member Rep.</i> <b>Home Address</b> [Removed]	John Curran <i>Director</i> <b>Home Address</b> [Removed]	Erica Andrews <i>Director</i> <b>Home Address</b> [Removed]

**III. Guest: Jess Firinn, Report on Google AdWords Grant/Campaign**

A. [Slide Show](#)

Jess presented a Google Adwords proposal. Google provides a grant program for non-profits. Spark Makerspace qualifies for \$10,000 worth of pay-per-click credits per month (\$329/day). There is minimum performance required to keep our grant funding. See the proposal for the list of minimum requirements.

B. [Proposal](#)

Jess is requesting approval to move forward with the Google Adwords Grant Campaign.

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**MOTION:** Jess and Casey are authorized to spend up to \$200 to get a campaign started.

**Motion by** Kristin Harkness.

Second by George Ryan.

VOTE:	In favor:	Opposed:	Abstained:	Motion Passed/Defeated.
	7	0	0	Passed

#### IV. Action Items

Report on actions taken and Close/Table/Extend each item. Record any motions made.

#### V. Committees

##### A. Fundraising Committee Report

1. Most Recent Fundraising Meeting: [Saturday, March 2, 2019](#)
2. Next Fundraising Meeting: Saturday, April 6, 2019
3. FY19 Completed Funding Requests:  
(*Summary/Overview only.*)
  - a) Bodenwein Grant
    - Requested \$5000 for education initiatives.
    - Approved \$1000.
    - Full amount allocated to teacher pay.
    - Spent \$0.
  - b) Palmer Foundation Grant
    - Requested \$50,000/yr x 3 years for:
      - (a) Staffing
      - (b) Capacity Building
      - (c) Diversity Programs (especially scholarships)
      - (d) Education Initiatives (especially affordability)
    - Approved \$40,000/yr x 2 years.
    - Not yet allocated.
    - Spent \$0.
  - c) Chelsea Groton Sponsorship
    - Requested approx. \$700 for 3 Adobe licenses.
    - Request Pending.
    - Pre-allocated to Adobe Creative Suite licenses.
  - d) Charter Oak Grant
    - Requested \$5,000
    - Request Pending
    - Pre-allocated to Teacher Compensation
4. FY19 In-Progress Funding Requests:
  - a) Pfizer Community Grant
    - Requesting \$6000 for education initiatives.

- Submitted to Spark Foundation for Approval.
- b) Stanley Tools Donation Request
  - Requesting in-kind tool donations.
  - Finalizing workstation requests.
- 5. FY19 Future/Potential Funding Requests:
 

*For reference purposes only.*

  - a) Crowdfunding Campaigns
    - June Annual Appeal
    - December Annual Appeal
  - b) Retail Community Grants / Sponsorships
    - Lowes
    - Home Depot
    - Walmart
    - Eversource
    - Dominion
  - c) Bank/Credit Union Community Grants / Sponsorships
    - Charter Oak FCU
    - Dime Bank
    - Liberty Bank
    - Non-Locals/Others
  - d) Anchor Institution Requests
    - Electric Boat
    - TRIP/CTNext/CTInnovations
  - e) Foundation Grants

**B. Member Advisory Committee Report**

- 1. Most Recent MAC Meeting: [Tuesday, February 26, 2019](#)
  - a) Report out.
  - b) Any proposals being presented for consideration?
    - 1. Private Sessions proposal  
[See separate proposal](#)

**MOTION:** To accept the Private Sessions proposal as presented.

**Motion** by John Scimone.

**Second** by Kristin Harkness.

<b>VOTE:</b>	In favor:	Opposed:	Abstained:	Motion Passed/Defeated.
	7	0	0	Passed

- 2. Program Committee charter  
[See separate proposal](#)

**MOTION:** Approve the Program Committee as presented with the appropriate wording edits.

**Motion** by John Curran.

**Second** by Erica Andrews.

<b>VOTE:</b>	In favor:	Opposed:	Abstained:	Motion Passed/Defeated.
	7	0	0	Passed

- c) Any important proposals/initiatives being discussed?  
 June Open House date: June 1, 2019  
 Summer Melt date: August 17, 2019
- 2. Next MAC Meeting: Tuesday, March 26, 2019
- 3. Most Recent Full-Member Meeting: [Tuesday, March 5, 2019](#)
  - a) Report out.
  - b) Members/Teachers of the month.
  - c) Next member representative election announced.
  - d) Any concerns / important information to relay?
- 4. Next Full-Member Meeting: Tuesday, May 7, 2019
- 5. Proposals to bring to the board for approval
  - a) [Private Tutelage](#)
  - b) [Program Committee scope of purpose](#)
 Above proposals were previously acted upon

**C. Member Recruitment Committee Report**

- 1. Most Recent Recruitment Meeting: Tuesday, March 12, 2019
- 2. Next Recruitment Meeting: Tuesday, March 20, 2019
- 3. March 9 Open House Results
  - a) 5 New Members on the spot.
  - b) Additional prospective members interested.
  - c) VIP tours given: Groton Public Library, etc
 Discussed the lessons learned from the open house. Need to have tour guides follow the scripts better, need to make sure that tour guides keep their groups together until the tour is over. Overall, the experience was well received and was very successful.
- 4. St Patrick's Day Parade on March 17th

**D. Scholarship Committee Report**

- 1. Most Recent Scholarship Meeting: Will resume when applicable

**E. Signage Committee Report**

- 1. Most Recent Signage Meeting: Thursday, February 21, 2019  
 Reviewed ideas and got application materials for the New London signage grant. Getting a quote from a signage company. Need to get the

sign approved by the City and the landlord. Next meeting will be scheduled.

**F. Halloween Committee**

1. Attempted to meet twice. Next meeting will be on March 20, 2019

**G. TRIP Report**

1. Year 2 (?) / Year 3 Project Funding Request Process
2. Train station updates?
3. Other updates?
  - a) TRIP Ignite applied for a grant for the Marine Maker Day

**VI. Budget Review**

Membership:

- Total: 94
- General Members: 39 paying \$55
- Working Members: 31 paying \$30 (includes two family memberships)
- Scholarship Members: 9 paying \$10
- Other (leads, gift certificate, lifetime, board, etc.): 15 paying \$0 to \$1

Financials:

- Cash on hand: \$17,473.68
- Class income: \$823
  - 3 classes, 2 stained glass, 1 electronics
- Fundraising/Donations:
  - 2/7 Deposit \$500 Panoram Foundation
  - 2/7 Deposit \$2000 Anonymous donation (earmarked for teacher compensation)
  - 2/20 Deposit \$9789.75 Network For Good (facebook Fundraiser)
  - 2/22 Square \$38.88

Actuals vs Budget was deferred due to outstanding bookkeeping items

**The board took a break from 7:52 to 8:02PM.**

**VII. 225 Lease and Other Space Options**

Discussed the state of the building: roof leaks and bathroom leaks. Discussed whether we should consider other spaces in New London. Kristin requested that everyone send to the Board our top 3 priorities for future spaces. Will be discussed with the Member Advisory Council.

**At 8:31PM, Casey Moran needed to leave the meeting**

**VIII. Palmer Grant Review and Allocation**

Discussed the goals that were presented for the Palmer Grant with the exception of staffing. For improving membership diversity, John C. suggested putting aside money for brainstorming/help for improving the diversity of our membership demographics.

**At 8:41PM, John Curran excused himself to avoid a conflict of interest while discussing Palmer Grant fund allocations including staffing**

**MOTION:** To authorize the Executive Director salary through the end of 2019.

**Motion** by Kristin Harkness.

**Second** by George Ryan.

<b>VOTE:</b>	In favor:	Opposed:	Abstained:	Motion Passed/Defeated.
	5	0	0	Passed

**IX. Adjourn Meeting**

**MOTION** by George Ryan to adjourn. Seconded by Erica Andrews.

<b>VOTE:</b>	In favor:	Opposed:	Abstained:	Motion Passed/Defeated.
	5	0	0	Passed

Meeting adjourned at: 9:06PM

**ACTION ITEMS**

**JOHN C**

- Bring proposal for working member / lead language changes.
- Bring proposal for diversity consulting / expertise.

**JOHN S**

- Connect with the Public Library of New London to discuss their requirements for youth programming for potential implementation at Spark. **Kristin met with Maritza, the library is interested. Maritza Vargas contact info: (860) 857-3915 [mvargas@plnl.org](mailto:mvargas@plnl.org) [ritzv74@gmail.com](mailto:ritzv74@gmail.com). Director is Madhu Gupta. Scheduling a meeting on Tuesday, March 19. CLOSED**

**MIKE**

- There are cameras! Go to wyze.com, create an account, George can then add you to our account.

#### **KRISTIN**

- Ping Hannah about donation/loan with parents. **EXTENDED**
  - Conversation will continue. Tax deductible donation option is with Hannah and her discussion with her parents.
- Follow up with AD1 about status of 501(c)3 application. **CLOSED**
- Reconcile Annual Appeal with funds received to see what (if anything) is left to track down). **EXTENDED**

#### **CASEY**

- Reinstate once monthly individual meetings with workstation leads. **EXTENDED**

#### **GEORGE**

- Bring in example camera, work with Mike. **CLOSED**
- Work with Kate on YTD budget

#### **KATE**

- Accept Bodenwein Grant **CLOSED**
- Bring budget vs. actuals for 2019 YTD as basis for Palmer grant allocation