

Spark Board Meeting Agenda



Board of Directors

June 5, 2019

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

Call to Order at: 6:06

I. I. Review and Accept Meeting Minutes for [May 1, 2019](#).

MOTION was made by ----- to accept the meeting minutes from May 1st. Seconded by -----.

VOTE:	In favor:	Opposed:	Abstained:	Motion Passed/Defeated.
	6	0	0	PASSED

II. Action Items

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

(Sample motion)

MOTION was made by _____ to _____. Seconded by _____.

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

III. Committees

A. Fundraising Committee

Most Recent Fundraising Meeting: Saturday, April 27, 2019

Next Fundraising Meeting: 6/27/2019

- No grants are being actively worked on.
- Started to think about long term strategy
 - What happens after Palmer
 - Forever home
 - Endowment
- Thought about tactical approach
 - New London beautification
- Teaming with Hispanic Foundation
- Teaming with the Garde
- Teaming with New London Mainstreet

FY19 Completed Funding Requests:

Summary/Overview only

1. Palmer Foundation Grant

Approved \$40,000/yr x 2 years for

- Staffing
- Capacity Building

- Diversity Programs (especially scholarships)
- Education Initiatives (especially affordability)

Allocated for Year 1:

- Staffing: \$20,000
- Capacity Building:
- Diversity Programs (especially scholarships): \$10,800
- Education Initiatives (especially affordability):
- Not Yet Allocated: \$9,200

Spent for Year 1:

- Staffing:
- Capacity Building:
- Diversity Programs (especially scholarships):
- Education Initiatives (especially affordability):

2. **Chelsea Groton Sponsorship**

Requested approx. \$700 for 3 Adobe Creative Suite licenses.
 Approved for \$480 for 2 licences.
 Migdalia depositing Check today

3. **Charter Oak Grant**

Requested \$5,000 for teacher compensation
 Approved for \$1,500
 Spent:\$1,027.08

4. **Pfizer Community Grant**

Requesting \$6,000 for education initiatives
 Approved for \$2,500
 Spent:\$0

5. **Stanley Tools Donation Request**

Requesting in-kind tool donations
 Submitted March 26th 2019

FY19 Future/Potential Funding Requests:

For reference purposes only.

1. **Crowdfunding Campaigns**

- a) December Annual Appeal

2. **Retail Community Grants / Sponsorships**

- a) Lowes
- b) Home Depot
- c) Walmart
- d) Eversource
- e) Dominion

3. Bank/Credit Union Community Grants / Sponsorships

- a) Charter Oak FCU (Sponsorship)
- b) Dime Bank
- c) Liberty Bank
- d) Non-Locals/Others

4. Anchor Institution Requests

- a) Electric Boat
- b) TRIP/CTNext/CTInnovations

5. Foundation Grants

- a) Lord Foundation
- b) Community Foundation
- c) Kitchings Foundation

B. Member Advisory Committee Report

Minutes from:

https://docs.google.com/document/d/1x-IOpl_R6zJHka1DORJLM9ebIEgkabNeV_eD-SnKiZ4/edit?usp=sharing

Next MAC Meeting: 6/25/2019

Next Full-Member Meeting: 7/2/2019

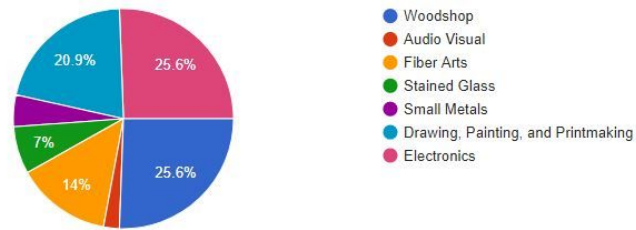
- **Change Member Meetings to be Member Socials**
- **Having one on one conversations with leads**

Member Survey Results from Member:

Please tell us your prime area of interest at Spark Makerspace...

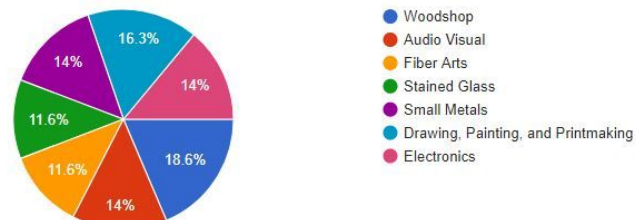


43 responses



Please tell us your secondary area of interest at Spark Makerspace...

43 responses



Area/Station	1st Choice %	2nd Choice %	Average %
Woodshop	25.6	18.6	22.1
Electronics	25.6	14	19.8
DPP	20.9	16.3	17.9
Fiber Arts	14	11.6	12.8
Small Metals	4.7	14	9.35
Stained Glass	7	11.6	9.3
AV	2.3	14	8.15
43 Member Response			

C. Membership Drive Committee

Tabling

- John Davis Tabling
 - Distributing flyers

Outreach

- Where did the flyers go
- List of where we tabled

Food Stroll Open House takeaways

- Great for getting the word out
- 225 Candies were a perfect amount
- Light quick Tours
- Think more about what goes on the pamphlet we attach to the candy

June 1 Open House takeaways

- Summer moving later in the day.
 - Most traffic end of the Day
-

Next Meeting: 6/18/2019

Next Open House: Summer Melt Aug 17

D. Scholarship Committee Report

1. Need to meet
2. Need to make call out
 - a) Include Nike and Aly

E. Signage Committee Report

1. George Waterman behind on city bills
2. Need to check on our property tax
3. George Ryan Bringing paperwork to the City
4. Board Members need to sign Paperwork

F. Halloween Committee

1. Last meeting: 5/29/2019
2. Next meeting: ?
3. Events:
 - a) Oct. 13 Pumpkin Palooza
 - Hygienic Art Park
 - b) Oct 31st, 5-7 pm Makeup/dressup
 - Spark Makerspace
 - c) Oct 31st 7-8 pm Witches Walk
 - Start at Garde or NLMS
 - Pending
 - d) Oct 31st 8-1 am Goth Prom
 - The Social Bar and Kitchen

4. Full Notes:

<https://docs.google.com/document/d/1wRWLJaMDpfTt-fkrK-2MhHojCkadtY8m3-BBulpqnqo/edit?usp=sharing>

5. Jessica Ferrin working on Marketing Plan/Strategy

G. TRIP Report

Break At 7:15

Reconvened At 7:30

IV. Executive Director Report / Budget Review

Membership: 98 Members

- [Link to SS](#)
 - General Members: 39
 - Working Members: 29
 - Scholarship Members: 9
 - Other (leads, board members, etc.): 21
- Member dues: \$3329.71
- Project/ Station Funds: [Link to SS](#)

Financials:

- Cash on hand: \$47,035.21
- Class income (since last board meeting):
- Palmer Grant Funds: \$40,000
- Charter Oak \$1,500
- Chelsea Groton (still waiting on funds (Allocated to Adobe Project) Being deposited in Foundation): \$480
- Pfizer \$2,500 (Waiting on Check)
- Fundraising/Donations:

V. 225 Lease and Other Space Options

What have we learned about our top 3 priorities for a new space?

[Top 3 Priorities](#)

George W update: Work has been done on the roof over the Ladies room. No work yet on the connector to the parking garage, which is the suspected source of the leaks in the back of the Printmaking Studio and Small Metals. Kristin talked to George about this again on 6/3. Also reported that the first toilet in the Ladies room still has the water turned off, because it leaks. Other than that, no known plumbing leaks in the building.

Other locations in New London: Kristin talked to Tony Sheridan who will set up a meeting with Michael Leach, owner of Citizens Bank building (across from proposed Dream Center).

Salvation Army Building:

Other locations in New London?

VI. Membership Meeting Report

Membership meetings are bi-monthly. The next meeting is scheduled for 7/2/2019

VII. 501(c)3 Update

VIII. Board of Directors

Kristin Harkness introduced Maritza Vargas as the member-elected representative to the board. The board collectively confirmed that Maritza was aware of and accepted the responsibilities of being on the Board of Directors. The board unanimously confirmed Maritza Vargas to the Board of Directors for a term of one year beginning July 1, 2019 and ending June 30, 2020.

IX. New Business

Connecticut College Membership **Continue Conversation Outside of Board with Membership Drive Committee be prepared for Aug/Sept.**

Parking

- The back lot has been filling up lately.
- Mike volunteers to be a part-time parking czar.
- We have church event dates through May 18th.
- Do not flier on Sunday mornings or when there are events posted on the calendar.
- Will do a 24 hour parking cone trial

X. Adjourn Meeting

MOTION by John Curran to adjourn. Seconded by Ashby Carlisle.

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

Meeting adjourned at:

ACTION ITEMS

JOHN C

- Bring proposal for working member/lead language changes. **Need to change the language in the Contract needs to go to the Member Advisory Council. Need to remove 8 hours. Classified as Spark paying that bill. CLOSED.**

Follow up with contract language updates and communication with Member Advisory Council.

JOHN S

-

MIKE

- Research “Opportunity Zone”
 - Outreach
 - Where did the flyers go
 - List of where we tabled
- Talk to George Waterman about abandoned cars in parking lot

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.
 - **Continue Conversation with Victoria Muller taking the lead.**
- Talk to Tony about Spark’s involvement in the Dream Center. **EXTENDED**
 - Continue talks with dream center, looking into the Meryll Lynch Building

CASEY

-

GEORGE

- Meet with Charter Oak for fact-finding about a commercial mortgage **CLOSED**
 - Talked with VP of Buisness Loans Charter Oak
 - 20% down
 - Don’t take Grant income in consideration
 - Need to present a contingency plan
 - 15 Year loan (on \$300,000)- \$1300/ \$1500
 - Need 501c3 status
 - Salvation Army Buiding is in an opportunity Zone
 - Need to research “Opportunity Zone”

MAPLE

- Research “Opportunity Zone”