

# Spark Member Council



Member Council Agenda/Minutes  
April 18th , 2023

## **Member Council**

**Committee Chair: Drew Gates and Casey Moran**

**Vice Chair: Michael Molinari**

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
- Drew Gates
- Mike Molinari

**Attendees:**

Need 6 stations for quorum

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

Others Present: Ashby Carlisle

1. Call to Order - Roll Call - <time>

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 [2/21/2023](#)

MOTION:

SECONDED:

VOTE:

4. Treasurer Update.

- Cash on hand:
  - Union Street Account: \$100.02
  - Checking Account: \$61,741.91
  - Savings Account: \$67,534.70
  - PayPal Account: \$3,670.30
- Updates:
  -
- If you have any questions about financials, email [maple@sparkmakerspace.org](mailto:maple@sparkmakerspace.org).

1. Executive Director Report - [casey@sparkmakerspace.org](mailto:casey@sparkmakerspace.org)

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

- Members: 133 (131)
  - By Amount
    - 32 pay \$0 (30)
    - 10 pay \$10 (10)
    - 20 pay \$ 30 (21)
    - 71 pay \$55 (70)
  - March sign ups:

Erica Holthausen
Anthony Davidowitz
Caitlyn Murphy

Ryan Nickle  
Emmett Sjoquist- April

Most members we've ever had!

**Free Day-**

WE NEED YOU

Volunteer Party this Sat. 4/22/23 from 3:30- 5

PIZZA

Come sign up to volunteer! Spark needs:

- Greeters
- Workshop welcomers
- Sign up Schedulers
- Setup Crew
- Cleanup Crew
- Food and Drink Servers
- Someone to draw on sandwich board

Committee Notes: [Free Day Committee Notes/Minutes](#)

Action item: [casey@sparkmakerspace.org](mailto:casey@sparkmakerspace.org) and [Drew Gates](#) will determine if we can automatically expire access control cards. - **EXTENDED**.

- o Station Budgets/ Executive Projects Funds

Electronic s	Fiber Arts	AV	Stained Glass	Woodshop	Print making	Drawing Painting	Coworking
\$543.77	\$683.22	\$1,398.50	\$0.00	\$396.79	\$0.00	\$375.00	\$375.00

Totals are current as of : 4/12/2023

- **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.

**5. Action Items**

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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
  - NEED TOUR GUIDES THIS SATURDAY
- 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. 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
- b.
- c. 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 (Casey, Maritza, John S, Drew G, ...)

- a. **Last meeting was postponed. We will be meeting on Wednesdays instead. Next meeting 4/19 6pm**
- b. Homeschooling
- c. Information to Students- Included on class emails when tickets purchased
  - [Need to Know Information](#)
  - [Parking](#)
- d. Be sure to Fill out new proposal form- [LINK](#)
  - Extra question on proposal form
- e. New industrial sewing machine certification class is being set up with a project based class of making a luggage tag with leather.
- f. Several new wood shop classes are getting scheduled soon.
- g. New homeschooling classes are starting. Two classes have already sold out. Good job!!
- h. New email is being sent out to all class ticket buyers giving basic information about parking, safety attire, ect. Emails can be customized but it is a lot of work for Casey.
- i. Need to look at shop load and classes. Fiber has a lot of classes that risk ting up the space from regular spark members. Many many classes.

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

- a. Class marketing continues
- b. A new poster for distribution to various venues is in development
- c. PSA on the radio from Eddie Long for Free Day .

## 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. Fire escape structural repair is done.
  - I took an angle grinder with a wire wheel up to start and got some of the areas done. But it's difficult to control and won't be helpful for getting into the smaller areas and the outside of the structure. There are 2 wire brushes hanging on the inside of the utility closet door.
    - Brushing will be sufficient for now. Just the loose rust and peeling paint should be removed.
  - Mike Molinari, John Scimone, Drew Gates are down for rust clean up and painting.
- c. In an attempt to see if the power washer in the Print Shop was strong enough to clean the loose rust and paint from the fire escape I discovered that it does not work. After trying all the available suggestions on the troubleshooting page in the manual I ended up calling the manufacturer. The person I spoke with asked for a copy of the receipt and said they would be sending a replacement. I live in hope.

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

- a. Need to meet this month,
- b. Nothing has broken in the last couple of months
- c. Planning to improve door control system and install door closed sensors
- d. Reminder, If you have any IT needs or if some thing i broken (technology related) please send an email to [IT@sparkmakerspace.org](mailto:IT@sparkmakerspace.org)

## 13. Stations

### a. Check in:

#### ■ Fiber Arts Studio (Sherri, Melinda, Teresa)

- Would like to request that more lockers or cubbies be obtained, now that we have so many members. We do not have space to store members' projects - We are asking members to use their cubbies for any ongoing projects but there aren't enough..
- We would like to loan out sewing machines (not sergers) to members - not the Pfaff machines, just the 'old' ones that we keep under the table. Do we need members to sign a waiver? We can tag the loaners - take the machine, leave the tag. What do we need to move forward?
- New materials donation policy needs to be formulated to be more selective and prevent build up of junk.
- A plan is being formulated to facilitate checkout and loaning of portable sewing machines for members.
- LOTS of classes - going well. Trying to balance offering classes with having station available for general use.

- Attendance at Open Sew has taken off - most nights 6-8 ppl
- **Print Shop (Nike, Michaela, Natalie)**
  - Homeschooling "Exploring Printmaking" wrapped up
  - Intro to Screen Print scheduled through??
  - *New signage*
  - *Person screen storage is being discontinued (Check on this) and time limits on retention of screens that have been burned. Burned screens will now only be retained for 2 weeks.*
  - New power is maybe a bust even though Dan set it up so nicely! TY!  
Power washer = leads only.
  - New for April's agenda= youth open shop -nd
  - Cert classes also continuing
  - Having fun preparing the Free Day selfie banner
  - Need to look in to setting up OpenShop time for youth to use the space
- **Woodshop (Dan, Jonathan, Jake)**
  - Certification classes continuing
    - a. Two-day intensive (crate class)
    - b. Lathe
  - CNC class delayed, instruction still in work
  - General certifications and specific sign-offs continue
  - Kate Berrigan assisting with classes and shop work
  - Rebuilt jointer and new sander installed in shop
  - Thank you to Carry for assisting with sander
  - Stanley grant being completed
  - Free Day exploding coin banks prep in process
- **Stained Glass (Valerie)**
  - Nothing new to report. Away from home at this time.
- **Electronics (Drew, John, Mike)**
  - Electronics nights fluctuate between just a few attendees and a room-full
  - 3D Printing cert classes going well, electronics starting to slow down.
  - Design and for Free Day project finished and parts have been ordered.
  - The 3d printing cert class on mar 26 was sold out and went well.
  - Next 3d printing cert class april 30th.
  - Next soldering cert class may 20th

#### 14. Old Business

- a. Member-to-Member Communications - **EXTEND**
  - The IT committee is still working on Discord setup. Need documentation and ED approval.
- b. **Reminder for leads at Member Council meetings**

#### 15. New Business

- a. Proposed changes to Membership (fee schedule and membership levels/groupings)
  - Board voted on 4/3/2023 to delay implementation of new membership rates to 5/14/2023 to enable free-day signups to lock in current membership rate.
  - No planned rate changes for existing members at this time.
- b. Video Surveillance



- Board voted on 4/3/2023 to fund video surveillance system for first floor. Planned camera locations can be found in the March IT committee minutes. [IT Committee Minutes 2023.3.3](#)

## **16. Announcements**

- Next Member Election will be at the May 16th, 2023 Member Social. Please be thinking about who from your station might be interested/a good fit to support Spark in this role.
- Nominate yourself or a fellow Spark member with an email to [board@sparkmakerspace.org](mailto:board@sparkmakerspace.org).
- [casey@sparkmakerspace.org](mailto:casey@sparkmakerspace.org) can we get this in the next few member announcement emails.

## **17. Adjournment**

- a. Motion to adjourn:**
- b. Second:**
- c. Vote: unanimous.**
- d. Meeting adjourned at:**