

Spark Member Council



Member Council Agenda/Minutes
Feb. 20, 2024
Expected time: 6-8pm

Member Council

Committee Chair: Chris Cooper and Casey Mora

Vice Chair: Ebbe Dahlor

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~~
- ~~Ebbe Dahlor~~
- ~~Chris Cooper~~

Attendees:

Need 6 stations for quorum

	<input type="checkbox"/> Check if present. <input type="checkbox"/> Don't if not.
Staff	<input checked="" type="checkbox"/> Casey Moran <input checked="" type="checkbox"/> Griffon Jones
A/V and Coworking	<input checked="" type="checkbox"/> Vic Filepp
Electronics	<input checked="" type="checkbox"/> Drew Gates <input type="checkbox"/> John Scimone <input type="checkbox"/> Mike Molinari <input checked="" type="checkbox"/> Salem Sturm
Glass Arts	<input checked="" type="checkbox"/> Valerie Gilson
Woodshop	<input checked="" type="checkbox"/> Dan Flavin <input type="checkbox"/> Jake Kaeser <input checked="" type="checkbox"/> Kate Berrigan <input type="checkbox"/> Jonathan Roussin
Fiber Arts	<input type="checkbox"/> Sherri Condon <input type="checkbox"/> Melinda Quinn <input checked="" type="checkbox"/> Teresa Crosse
Print Shop	<input checked="" type="checkbox"/> Nike Desis <input type="checkbox"/> Julie Garay <input type="checkbox"/> Michaela Abate <input type="checkbox"/> Natalie Grayson

Others Present: Stu S.
Kent.

1. **Call to Order - Roll Call - 6:03**
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**
3. **Reading and approval of the minutes** 12/19/2023 Member Advisory Council Agenda
MOTION: Dan F
SECONDED: Ebbe D
VOTE: Unanimous
4. **Treasurer Update.**
 - **Cash on hand:**
 - Union Street Account:\$100.02
 - Checking Account: \$ 53,679.71
 - Savings Account: \$67,568.52
 - PayPal Account: \$1,718.51
 - **Updates:**
 - No updates, Casey is speaking for Maple
 - **If you have any questions about financials, email maple@sparkmakerspace.org.**
1. **Executive Director and Community Manager's Report - griffon@sparkmakerspace.org**
Casey Moran
<https://www.sparkmakerspace.org/members-area>
 - **Members: 131**
 - **By Amount**
 - 31 at \$0 (leads and others)
 - 11 at \$10 (need-based scholarship)
 - 16 at \$30 (working members)
 - 51 at \$55 (older members)
 - 16 at \$65 (new members)
 - 4 at \$50 (Dual Membership)
 - 1 at 85 (2 Members)
 - **Sign ups since last MAC**
 - Lex
 - Jay
 - Rob

- Treavor
 - Jayson
 - Losses since last MAC
 - Lost 6 Members
 - Majority of losses due to nonpayment of member dues.
 - 4 members pending (cc errors)
- Station Budgets/ Executive Projects Funds

Electronics	Fiber Arts	AV	Stained Glass	Woodshop	Printmaking	Coworking
\$300.01	\$459.14	\$1,398.50	\$0.00	\$856.62	\$337.38	375

Totals are current as of : 2/22/2024

5. Action Items

6. Fundraising Committee - 4:00 pm Wednesdays virtual (except in-person on first Wed. of month)

Grant Subcommittee Created

Grants Pipeline

- CFECT Grant- Community Partners-
 - Submitted
- November 15th- Palmer-
 - Submitted
- Stanley- Declined
- Idea for Open House Auction

Community Manager

a. Overview

- RE: CC Errors
 - I have developed and implemented a new cc error tracking system as well as deployed new notices of back member dues. This should streamline the amount of cc errors we see a month. The uptick in member losses above is indicative of that system's implementation and subsequent catch up.
- Game Night
 - This Saturday, 6-8pm. Open to the public. A few RSVPs from non members already. It should be a fun night!
- Pi-Day

- On going conversation with Electronics about an internal (members only) pi-day celebration.
- Strategic Planning Sessions
 - Underway but taking time. Leads, please keep an eye on your email to coordinate a reschedule date for potlucks if yours was postponed over the weekend. There are many members excited about these potlucks and the chance to bring back community to Spark!
- Free Day
 - May 4th | 12-4
 - Free day is coming up, and it may be wise to get a jump on any ideas, or programming Leads would like to run! Please let Casey and I know of any ideas you have, or if you need some time set aside to brainstorm with us!
 - I will be poking leads from time to time until April. Lets make this free day and anniversary great!
- Community Boards
 - New cork boards are up in the hallway! One is to be used to post internal events and notices, and the others for external community events. Please keep the boards neat, orderly, and up to date if you post any notices. Please also make sure the content you put up is appropriate for the makerspace and membership
 - Plans to post fundraising goals on the community boards are in progress.
- **Notes:** Discussed potential maker's market/fair for members. Potentially spring summer/outdoors. Everyone seems interested, need to circle back to this.

7. Education Committee (Casey, Maritza, John S, Drew G, ...)

- a.
- b. No updates

8. Marketing Committee (Casey, Vic, ...) -

- a. Please send pics you take around the space to Casey@sparkmakerspace.org or vic@sparkmakerspace.org or Marketing@sparkmakerspace.org or [Dropbox](#)
- b. No updates

9. Facilities Committee (Vic)

- a. List of known Facility projects is [here](#). If you see something you think belongs on the list please email [Facilities](#).
 - Scheduling facility upkeep tasks and coordinating volunteers to assist with them.
 - I'm hoping Griffon can communicate this to the members. There seems to be a lack of understanding that this is a volunteer organization and we do not have paid staff to clean up after everyone.
 - Most Important:
 - Bathrooms (Clean and restock)
 - **Trash**
 - Sweeping /Mopping/Vacuuming
 - Kitchen area upkeep

- Trash
- Shovel/Salt
- Cleaning the Doors/windows
- FYI: [Master project list](#)
 - If there is something you think should be added please [email](#)

10. IT Committee (Drew G, John S, Vic, Salem)

- a. Video surveillance system parts have been mostly installed.
 - One camera remaining to be connected (back of woodshop) Need input from woodshop on where / how to wire. Dan is taking care of this.
 - All other cameras connected and recording.
- b. Investigating options for computer upgrades.
 - Early stages.
- c. working on 5 year plan for computers at different stations

11. Stations

a. Check in:

- **Fiber Arts Studio (Sherri, Melinda, Teresa) sherri1000@hotmail.com
sewcrazy06378@gmail.com**
 - Still requesting more lockers or cubbies be obtained.
 - Still requesting guidance on loaning out sewing machines (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? Casey to set up a date to review documents George sent over with Sherri. Whatever Fiber Arts sets up, Woodshop may want to copy.
 - Piloting combining Certifications for General & Commercial into 1 session instead of 2. Scheduled through the middle of 2024 (1 of each per month).
 - a. Certs for Grace Cutie quilting equipment starting March
 - b. Elli started doing quilting classes
 - Working on class ideas and cultivating more teachers. To be discussed at the next strategy session.
 - Attendance at Open Sew is generally strong but varies greatly - most nights 6-8 ppl
 - a. Second Open Sew mid-day every other Tuesday is going well although attendance is light. Melin will continue holding these in 2024.
- **Print Shop (Nike, Michaela, Julie, Natalie) nike.desis@gmail.com
nataliegrayson3@gmail.com**
 - Schedule the potluck to identify/empower/support other folks to teach whatever they are comfortable with and to maybe try to establish some structure for others to be motivated to help maintain the facility.
 - Casey stretched screens, wants to teach others
 - New folks interested, need to connect and empower them
 - Drawing Night and classes going well

- Drawing- Jan- April! Wednesdays 6-8
 - a. Open Draw
 - b. Drawing Class
 - c. Community Critique

- **Woodshop (Dan, Jonathan, Kate, Jake)**
 - Classes ongoing. Certifications are now mostly public
 - a. CNC certifications are members only until demand is met.
 - Shop reorganization ongoing
 - a. Plans for joiners benches are scheduled for spring/summer
 - Small metals has been removed from the shop and the equipment moved upstairs.
 - At some point, there will be a strategic meeting with the Makerspace executive team to strategize strategically.

- **Stained Glass (Valerie)**
 - New “Heart Strings” class was very successful. Ran twice and sold out both times. Will be scheduled monthly unless/until ticket sales decline.
 - Will be meeting with interested members at end of March to develop and establish studio stewards program.
 - Class dates for next 5 months submitted for marketing.

- **Electronics (Drew, John, Mike, Salem)**
 - Electronics nights fluctuate between just a few attendees and a room-full
 - Next 3d printing cert TBD
 - a. 2/25/2024 3-6pm Intro to CAD 3D Modeling 2/25
 - b. 3/24/2024 3-5pm Fundamentals of 3D Printing Class
 - Skipping soldering cert class in March.
 - New classes in the works.
 - New 3D printers have been ordered. More news and notes coming soon.
 - Sparks Starts Fab Lab (Tools that kids/beginners can be trained to use)

12. Old Business

- a. **Shutter small metals and disperse/store tools.**

MOTION: Jonathan Roussin

SECONDED: Valerie Gllson

VOTE: Unanimous among present members (Need one more station rep for quorum)

We recognize this list of stations as the list of active recognized stations:

- **Electronics and Technology Lab**
- **Stained Glass Studio**
- **Fiber Arts Studio**
- **Woodshop**

- **Print shop**
- **Coworking/AV**

b. **MOTION:**

SECONDED:

VOTE:

13. New Business/ Board Report-out

- a. Project Dress A Girl - international charity for girls clothing, Theresa is wondering if Spark should be involved, Casey and Griffon are looking into it
- b. Kent suggested a market/auction, this is duly noted under Griffon's Community notes

14. Announcements

- a. **Griffon Gets A Day Off! (Friday Feb 23rd)**
- b. **March 5th: Large Tour 4pm Con College is doing a tour and Spark will be BUSY (55+ students will be touring the building)**

15. Adjournment

- a. **Motion to adjourn: Dan**
- b. **Second: Ebbe**
- c. **Vote: Unanimous**
- d. **Meeting adjourned at: 7:14pm**