

Spark Member Council



Member Council Agenda/Minutes
Apr 19, 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 | Victor F. |
| Small Metals | |
| Electronics | John Scimone, Mike M. |
| Glass Arts | Val G |
| Woodshop | Jonathan R., Dan.F, Jake K |
| Fiber Arts | Sherri C. |
| Drawing | Brad S. |
| Printmaking | Nike |
| Coworking | |

Others Present: Ashby C.

1. Call to Order - Roll Call -6:05
2. Role of this meeting
 - Please talk with other station leads from your area if you can't attend.
 - Please also read the minutes.
 - In the interest of time, segments will be limited in

3. Reading and approval of the minutes [3/22/22](#)

MOTION: John Scimone

SECONDED: Faith Scimone

VOTE: unanimous

4. Treasurer Report - 10 minutes george@sparkmakerspace.org :

Financials:

- Cash on hand:
 - Union Street Account: \$100.02
 - Checking Account: \$141,638.64
 - Savings Account: \$7,509.63
- February Financial Report:
- https://drive.google.com/file/d/1Z_hhZ686UqBDPYdySY5AR9BYe4f5CRY/view?usp=sharing

Updates:

- Updates:
- We were awarded the full amount we asked for from Palmer and received it as a lump sum of \$120,000.00, which has been deposited into checking. We are working with Kate Presto to adjust and review our budget and figure out the exact plan for how to split up the funds.
- At the last board meeting the Board made the decision to raise the Executive Director salary to \$45,000 / year effective immediately. The Board set a goal of getting the Executive Director's salary to \$50,000 / year.
- Runway numbers from Kate (current as of the last board meeting):
 - Current Runway numbers based on regular income + cash on hand + Betts.
 - 24.34 months
 - Total burn rate per month (based on the above line items for income).
 - The net burn rate is -\$5,834.

1. Executive Director Report - Casey

- Members: We were up to 101 and sadly we ended the month with 4 cancellations/pauses

| | | | | | | | | | | |
|----------------|------------|----------|----------|------------|-------------|-------------------|---------------------|---------|-------------|----------|
| 98 Members | | | | | | | | | | |
| 39 General | 16 Working | 11 Leads | 10 Board | 6 Honorary | 7 Community | 3 NB Scholarships | 3 Leads in Training | 1 Staff | 1 Life Time | 1 Family |
| 41 paying \$55 | | | | | | | | | | |
| 22 paying \$30 | | | | | | | | | | |
| 29 paying \$0 | | | | | | | | | | |
| 4 paying \$10 | | | | | | | | | | |
| 1 paying \$85 | | | | | | | | | | |

- Station Budgets/ Executive Projects Funds

| | Executive Director General | Electronics | Fiber Arts | AV | Stained Glass | Woodshop | Printmaking | Drawing Painting | Coworking |
|-----|----------------------------|-------------|------------|------------|---------------|----------|-------------|------------------|-----------|
| 4/5 | ? | \$510.69 | \$850.10 | \$1,398.50 | \$134.85 | \$119.81 | \$298.69 | \$375.00 | \$375.00 |

- Standardization initiative** (this has been my main focus since opening) - **Importance-** 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.
 - Certification Classes- Huge success, stations are being USED at a higher capacity.
 - Full Swing- Printshop, Woodshop, Fiber Arts, Stained Glass
 - Electronics in-process John Drew on soldering board Mike M on 3d printer
 - Orientation/Introductory videos
 - Fiber Arts -[Complete](#)
 - All other stations checked in on and in process
 - Visual aids
 - Website- [Resource Members Area](#)
 - Labeling

- (a) Fiber Arts
- (b) Stained Glass
 - (i) Others in progress
- (3) Color coding
 - (a) Signage
 - (b) Website
- d) Social learning opportunities
 - (a) Electronics Night
 - (b) Open Sew
 - (c) Drawing Night
 - (d) Bench Time
 - (i) Printshop Started
 - (ii) Stained glass & Woodshop in discussions

5. Grand Opening

- Grand opening date of Saturday May 7, 2022 . 1- 3 pm
- Current Draft Plan:
 - Create posters from the Newsletter and place them around the space
 - Music inside? Maybe just in entryway / outside - Vic (will test soon)
 - \$200-300 budget for snacks and drinks/ encourage each person to bring their own food /drinks
 - Makerspace-wide decorations - orange and blue theme/ think about how you would like to decorate your station
 - Sandwich Board on Sidewalk - Volunteers needed
 - Balloons - orange and blue (75-100) (*1.30 each for helium) (val has looked into it)
 - Faith Will Look into recycling of the Helium balloons
 - Pre-event decoration/tidying up? Wash Windows? Mop Floors? - work with Facilities
 - Window display to evenly represent all stations.
 - Upstairs will not be generally open but there will be tours
 - We are going to have a wooden ribbon cut with a Jigsaw
 - Each station should start thinking about what they'd like to have on display during the Grand Opening.**
 - We also need:
 1. Greeters- (recruit station members to help)-
 2. Upstairs tour guides - Kristin
 3. If people want to bring or make snacks, it would be welcome, although we are budgeting \$300 to buy snacks
 4. "Talk to me about signing up" t-shirt people/appointment makers - John Davis
 5. Work party to clean/organize upstairs big room

Next meeting April 22nd! At 2:00

6. Action Items- See below

7.

Guest policy

[Link](#)

Need a vote to approve and send it back to the Board

MOTION was made by _____ to _____ . Seconded by _____

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

- Should waiver be a combined form with sign in
- Will Guess have to sign the waiver each visit.
- Does it include meet ups
- Are we comfortable with guests below 18 years of age to not be accompanied by parents.
- How do we make sure non-member that do classes are signing the waiver(could we automate it)
- Does the time guess spend in the space still requires sign in whether it's 30 minutes or an hour
- How and will this policy be policed if two visit policy is broken
- Email Faith Scimone at faithscimone@sparkmakerspace.org with your concerns

8. Need-based Scholarship Policy

[Draft](#)

Need to approved and send back to board

MOTION was made by John Scimone to approve the need based scholarship policy.

Seconded by Jacob K.

| VOTE: | In favor: | Opposed: | Abstained: | Motion Passed/Defeated. |
|--------------|-----------|----------|------------|-------------------------|
| | 12 | 0 | 1 | |

- Must fall on chart requirement to be approved for scholarship
- How will we check false information

9. Repair and Maintenance Budget

The Board would like each station to come up with a monthly repair and maintenance budget. Maintenance covers oil for machines, Adobe CS subscriptions, sharpening, equipment repair, and any consumables that do not become part of a maker's project. Stations should not have to pay for these things out of teacher pay or their own pockets.

Each area's leads can fill in [this sheet](#) with their repair and maintenance for us to send to the board for approval

- This number is going to be different from station to station (woodshop having probably the highest)..

- Comments

- What if theres no monthly maintenance
- look at monthly claim as a year, total it up and divide by 12 to determine monthly cost of replacement. (Connect with Dan Flavin or John Scimone on how they determined their monthly cost.)
- How will the finance be budgeted (- ask George)
- Complete by may 4th Leads

10. Consistent station policy on consumable materials/station supplies

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?

11. Fundraising Committee

- Tuesdays at 3:00
- Still waiting to hear from community foundation(next month around june)
- Pricing for upstairs and setting up grant to get it covered
- Working with___

12. Signup days

- Signup days needs **tour guides** (Saturdays 1-3pm)
- Need tour guides

13. Membership Committee

- Meets every other Wednesday at 5PM - next meeting April 27th
- Ellie joined John on the street team
 - Distributed flyers in surrounding towns
- Continue working on Working Member policy
- Finished the Guest policy and Scholarship policy which Inclusion Committee helped craft
- Talking about Family membership/Age policy

14. Education Committee-

- Met March 8
- Did not meet in April. Next meeting will be May 10th
- Reviewed class proposals
- Reviewed student feedback forms
 - Proposals to be in by second Monday
- [New Proposal Form](#) - we are working on updating this form.
- Area Overview (Introductory) Videos! We need them as soon as possible.
 - **If you haven't gotten your drafts to Casey, please do so as soon as you can. If you need help with your script, videotaping and editing, Casey has volunteered to help. You can also contact anyone in the Education committee to help.**
 - All you need to do is record the video in accordance with the template bullets.
 - Try to not be too long-winded because the video in total needs to be 5-7 minutes long.
 - Casey sent an email to leads with links to Fiber Arts video. It's a great example of what we are looking for.
 - Casey will edit them to make them uniformed.
- We need class proposals! Think far ahead - 6 months out. Let's fill out our class offerings!
 - Wouldn't it be great to have 1-2 classes per month per area? Use that proposal form link above!
- Homeschooling/Youth Program [Proposal](#) - 2022 (Ashby)
 - Would instructures be doing mandatory reporting for liability if teaching student/reporting
 - Teacher and behavior management training for classes

- Teacher availability
- Pursuing trial in the Fall to see if it fits with sparks
- Possibly Renting out space for day classes instead of doing the teaching

Important to know information

- Certification Classes
 1. Normal teacher pay
 2. Subsidized so classes are \$2.50 an hour
 3. Member certification. (Clarify protocol that studio leads should follow to certify members to use work areas. How do we maintain an official and updated record of what member has been certified in each area?)
- Introductory videos
 1. Teacher pay for time- not hourly \$120 per station
 2. To be on internet easily accessible
 3. Used as a resource for members/ students using stations
 4. Create at least a bullet-point script based on this
 - [Overview Video Template](#) . Send to Casey when it's ready.

15. Inclusion Committee

- The next artist in residence at Expressiones is Carlos Biernay, A Visual Art-(fiberarts/ quilter/multimedia).
 - His artist statement: Life experiences and growing up in Chile during the regime of Augusto Pinochet crafted my sardonic attitude and a compulsion to create and sew. The events of 9/11 in New York city increased my propensity. How absurd that the military coup in Chile took place on September 11, 1973. My art depicts a sharp point of view with a stark sense of humor that is a mixture of imagery from the ecclesial to pop-culture, along with references from art history, and memories from my youth and life events, combining a curious exchange of the profane, the pagan and the secular. I am a perpetual maker of art and collector of materials and textiles. I adopted the art of quilt making when I studied in Maine. I resonate with Dadaism, creating textile collages, embroideries, drawings and paintings. Like Klimt I believe there is an unspoken thought that beauty is perhaps an answer or at least a consolation to life's absurdities.
- The last meeting was on 4/13.. The next meeting hasn't been scheduled yet, but will be on the Working shared calendar.
- (Open to members)
- Important to the growth of the community

16. Marketing Committee -

- We have a new intern-Marinda taking over scheduled posting on instagram and facebook
- Shawn Charles wants to make Monthly newsletter
- Going to be gearing up for the Grand opening
- As mentioned before new posters/brochures/business cards

- Looking for interested “street team” (reach out to members to post in their surrounding town to...distribute some flyers)*
 - Hang posters
 - Meeting up next week to strategize a plan going forward

17. Facilities Committee

- [Extent of Alteration Policy Proposal](#)
- Front Door has been worked on
- Work has begun to finish key fob access for the woodshop back door
 - Fob reader and door closer still need to be installed
- 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
- First major hole in Fiber plugged today. More to come.

18. Member Social

- We need to have a social in May to have an election! Faith’s term is ending in June. May 22nd 3 pm.

19. Stations

- Check in:**
Do you have any updates?

1. Visual- Setup / Layout / Labeling / Accessibility
2. Educational- Certification classes / Public classes / Intro videos
3. Community / Social- Meetups / Bench time / Skill shares
4. Onboarding and orientations

- **Small Metals**

1. Still working on moving tools to the woodshop.

- **Fiber Arts Studio**

1. - industrial sewing machine is fixed
2. - Cert class is written 2 classes one in may and one in june
3. -All ready for grand opening, will do demos on industrial machine
4. Scissors will be getting sharpened

- **Print Shop**

1. Offered one screen printing cert class in the last month, April, no one signed up. In May we’ll have 1 cert class and 1 intro class, so we’ll see!
2. Have begun weekly meetings on Thursdays from 11-1, which is also now open shop/ bench time. It’s very convenient to have a set structured time to meet people who have questions. Of course we’re still meeting people at their availability too.
3. Very successful and fun time with the Lyman Allyn class. 13 people attended the first session. None of them had been to Spark ever. Came

from all over the state. 5 people attended the second session. Marketing and communication from the Lyman Allyn for the second one was not great, so the numbers reflected that.

4. Just submitted new curriculum for an intermediate class, I need to reach out to folks who've been asking about to let them know it's on the calendar for them! So, I hope they please please sign up. -Nike
5. Scheduled to film our orientation video next week, April 28th.
6. In the process of putting up new signage via Vinyl, special shout out to Carrie Sheridan for her assistance! TY.
7. Filmed some content with Shawn for social media/Reels

■ Woodshop

1. Declining member interest in tool certification classes - moving forward, certification classes will be conducted upon request or in preparation for a class
2. Upcoming classes include: Kentucky stick chair, plywood toolboxes, and cutting boards
3. Continuing to set up the woodshop; focusing on setting up the lathe, CNC, and building out the tool wall

■ Stained Glass

1. Beginner classes continue to be well attended. There may be less frequent need at this time for intermediate level classes.
2. Continuing to look for interested and appropriate individuals to co-lead glass studio who have sufficient glass experience.

■ Electronics

1. Developing a circuit board to be used for the soldering and test equipment certification class. This is being done by John Scimone with help from Drew Gates
2. Need to schedule a 3D Printing certification class - would like to have the first one with Ashby for feedback
3. Planning to purchase a real live digital oscilloscope - something we've desperately needed. Nothing too fancy, but a piece of equipment that we should have.
4. Soldering class scheduled for next month needs to be adjusted - tried to solder the kit we were considering and it's intermediate+ skill level. Need to develop a new plan. Should we postpone the class scheduled for May?

■ Coworking

- 1.

New Business

● Stanley Tools Request

- [Station Lists all found here](#)
- Woodshop leads will compile list from all stations on April 30th

Unfinished Business

Announcements

- Need Tour Guides

Adjournment

- Meeting finished at : 8:12
- MOTION: Mike M
- SECONDED: Dan F
- VOTE: unanimous

Past ACTION ITEMS / Closed, Extended, Tabled

1. Maritza Vargas - Open for helping get members/teachers virtual. **Closed**
2. Link for request to do a class/meetup/skillshare:
<https://docs.google.com/forms/d/e/1FAIpQLSc1Z5msz0LLhj60hmlbqJsohCpYuyNP32L6mkyOO7F2RrJ9uw/viewform>

New ACTION ITEMS

Casey- member list in station CLOSED

Faith- send reminder email a few days before next meeting so people can fill out their bullet points