

Spark Member Council



Member Council Agenda/Minutes
May 17, 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 x
Faith Scimone x
Willem Lefevre x

Attendees:

Need 6 stations for quorum

AV	Vic F
Small Metals	Maritza
Electronics	John S, Mike M.
Glass Arts	Val G
Woodshop	Jonathan R
Fiber Arts	Teresa C
Drawing	
Printmaking	Nike
Coworking	

Others Present:

1. Call to Order - Roll Call - 6:06
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 [4/19/22](#)

MOTION: Faith

SECONDED: Jonathan

VOTE: Unanimous

Financials:

- Cash on hand:
 - Union Street Account: \$100.02
 - Checking Account: \$135,444.18
 - Savings Account: \$7,510.55
- * 60,000 will be moved to savings account(Casey)

March Financial Report:

https://drive.google.com/file/d/1wnfybc_eSqC7HHPC0gID3IGFsKvk2oS4/view?usp=sharing

Updates:

- Station Repair and Maintenance
 - [Spreadsheet](#)
- Updated operations budget and budget vs actuals:
<https://docs.google.com/spreadsheets/d/1bQsGhVAKm0ZCXZLH3d41hz1YJlba5Z9S/edit?usp=sharing&oid=114703440924253673998&rtpof=true&sd=true>
 - Facilities budget has been ballparked at \$200
- Quarterly financial report has been sent to the COOP Fund, I have also attached it here:
<https://drive.google.com/file/d/1Zz9XK95eM0DYgtfykcFa2jC65EYKjoAn/view?usp=sharing>
- Kate Presto has connected us with Saasable.io to enable us to figure out ltv and churn. She is verifying the accuracy of their reports and I should have some more info on it next meeting..
- Kate filed the CT Annual Report

1. Executive Director Report - Casey

- Members: We were 97 On April 5th our Board Meeting Now 101!

101 Members									
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42 General	18 Working	10 Leads	10 Board	6 Honorary	7 Comunit y	3 NB Scholars hips	3 Leads in T	1 Staff	1 Life Time
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- Station Budgets/ Executive Projects Funds
- Scholarships went out 5/17/2022

Electroni cs	Fiber Arts	AV	Stained Glass	Woodshop	Printmak ing	Drawing Painting	Coworking
-\$21.05	\$850.10	\$1,398.50	\$214.85	\$119.81	\$274.26	\$375.00	\$375.00

- **Summer Interns**

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- **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.

- a) Certification Classes-

- (1) Fiber Arts- scheduled through-
- (2) Stained Glass scheduled through-
- (3) Electronics
 - (a) 3d Printing Demo class scheduled
 - (b) Solder Coming- 9in progress
- (4) Print Shop
- (5) Woodshop

- b) Orientation/Introductory videos

- (1) Fiber Arts -[Complete](#)
- (2) All other stations checked in on and in process
 - (a) This needs to be on video by **End of June for Grant Report**

- c) Visual aids

- (1) Website- [Resource Members Area](#)
- (2) Labeling
 - (a) Fiber Arts
 - (b) Stained Glass
 - (i) Others in progress
 - (ii) We have label colored label tape in the frontdesk drawer

- (a) Pink-Electronics
- (b) Blue- Woodshop
- (c) Green- Printshop
 - (i) Get me your list this is a good task for a volunteer

(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

4. Grand Opening

- Huge success. Well done, everybody.
- Article from The Day:
<https://www.theday.com/article/20220507/NWS01/220509576>

5. Action Items- See below

6. Election

- We're having an election at the Member Social on Saturday May 21st at 3pm-5pm and we need people to nominate themselves!
 - To nominate, please email board@sparkmakerspace.org
- The roles and responsibilities:
 - Duty to care, a duty of loyalty, and a duty of obedience to the organization they serve.
 - Duty to mission and purpose.
 - Actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
 - Monitor and strengthen programs and services.
 - Assist one of the Spark committees
 - Attend board meetings. They have been scheduled for the first Wednesday of every month.
 - Co-chair the Membership Committee with the Executive Director. Meets- 3rd Tuesdays of the month 6-8 pm

7. Guest policy

- [New draft of policy](#)
 - How does certification work for guests that want to use equipment that requires certification?

- Re-evaluating spark guest policy in the chance that if a member is providing visitors with services how will the guests policy stand, or should there be another policy.

- 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.

8. Repair and Maintenance Budget

- Approved- \$80 WS, \$30 ET, \$30 PS, \$30 FA, \$30 SG
- Note- This does not have to be used, but is available to you when you need it.

9. Consistent station policy on consumable materials/station supplies

Lets change out the Donation signs on boxes.

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?

10. Fundraising Committee

- o Tuesdays at 3:00
- o The Community Foundation of Eastern CT awarded Spark \$7500 for reducing the cost of both general classes and certification classes.
- o Waiting for pricing for upstairs to apply to Dominion Energy and other sources

11. Signup days

- Signup days needs **tour guides** (Saturdays 1-3pm)
- Need tour guides
- If you know a member who is looking for a volunteer opportunity, this is a good one

12. Membership Committee

- o Revised [Guest Policy](#)
- o Meets every other Wednesday at 5PM - next meeting May 25th
- o Ellie joined John on the street team
 - Distributed flyers in surrounding towns
- o Continue working on Working Member policy
- o Talking about Family membership/Age policy

13. Education Committee-

- o Met May 10
- o Next meeting will be June 14
- o Reviewed class proposals
 - There were no pending class proposals
- o Proposals for July need to be in by June 13, 2022

- [New Proposal Form](#) - Please use this form to propose a new class. This is also available in the Member's Area on the website.
- **Teachers don't need to do anything regarding gathering student feedback**
 - **This will happen "automatically" (manually but not by you)**
 - Teacher feedback will be collated, anonymized and sent to teachers for class improvement
- 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.**
 - 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 uniform.
 - [Overview Video Template](#) . Send to Casey when it's ready.
- **Important to know information**
 - Certification Classes
 - Normal teacher pay
 - Subsidized so classes are \$2.50 an hour
 - 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?)
 - Certification classes are scheduled by sending the title, description, and the date and time you'd like to schedule the class for.

14. Inclusion Committee

- Officially merged with the Membership Committee
- 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
- Discussion on accommodations for wheelchair users and others with disabilities needs to be addressed.(with Facilities)

15. Marketing Committee -

- Summer Interns explained above
- Best of the Day- (Best painting /Art studio) Voting starts NOW to June 5th
- <https://www.theday.com/section/contest-bestof2022/#/gallery?group=416378>
- Shawn Charles wants to make Monthly newsletter
- 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

16. Facilities Committee

- 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
- All holes are covered, except one in electronics.
- Dehumidifier is working in the back basement. It is not permanently installed, pending a work party to clear out the junk from the basement.
- Part of the source of water infiltration to the back basement is determined to be the grate on the Union St. side of the back door. Not yet determined is whether any of the leaders from the roof drain into this area. Portions of the cement block below the grate have been removed allowing water to run in and penetrate the rock foundation. Suggest that the entire side of the building needs to be excavated and proper drainage installed. Removal of the grate and inspection of the area will need to be done before determining further work.
 - Some of the grate covering has been removed for inspection but it is still impossible to see well enough whether there is water drained here from other locations.
- List of known Facility projects is [here](#).
- Discussion on accommodations for wheelchair users and others with disabilities needs to be addressed (with Inclusion committee)

17. 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**
 - Still working on moving tools to the woodshop.
 - **Fiber Arts Studio**
 - - industrial sewing machine is fixed
 - - Cert class is written 2 classes one in may and one in june
 - -All ready for grand opening, will do demos on industrial machine
 - Scissors sharpened

- Industrial sewing machine UP AND RUNNING

■ **Print Shop**

- 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!
- 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.
- 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.
- 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
- Scheduled to film our orientation video next week, April 28th.
- In the process of putting up new signage via Vinyl, special shout out to Carrie Sheridan for her assistance! TY.
- Filmed some content with Shawn for social media/Reels

■ **Woodshop**

1. Working on a mix of project based class and certification classes. Individual members are expressing interest in regular cadence of certification classes
2. Upcoming classes include: Cutting board class, plywood toolboxes, and potential second offering of Kentucky Stick Chair class in July because of popular demand
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, but new member activity in studio has dropped off.
2. New classes to be added next week for July through December. Probable offerings will be: making a terrarium, candle shelter, a box with hinged lid, beginner mosaic.
3. Accommodations for wheelchair users and others with disabilities needs to be addressed.
4. Due to grand opening preparations, studio intro video, Stanley tools request or studio budget forecasting were not completed.

■ **Electronics**

- 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
- Got a new digital Oscilloscope. It's awesome!

- Got a second hot air rework station. It's awesome!
- Need to schedule a 3D Printing certification class 3:30 (Scheduled May 28th)
- Soldering class is going well. Part 1 happened on Saturday and Part 2 is next Saturday. It seems like our two students are having fun and doing well, so this class will become a regularly run class and we're learning lessons that will definitely feed into lessons learned for our soldering certification class.

- **Coworking**
 -

New Business

- **Pfizer Pick Up**
 - 1pm on Friday
 - **Names of people needed that will assist, for security passes**

Unfinished Business

Announcements

- Need Tour Guides

Adjournment

- **Meeting finished at : 7:27**
- **MOTION: Drew Gates**
- **SECONDED: John Scimone**
- **VOTE: Unanimous**

Past ACTION ITEMS / Closed, Extended, Tabled

1. Link for request to do a class
<https://docs.google.com/forms/d/e/1FAIpQLSc1Z5msz0LLhj60hmLbqJsOhCpYuyNP32L6mkyOO7F2RrJ9uw/viewform>

New ACTION ITEMS

ALL: Check your stations' accessibility (width of doors, width of aisles, is there a table that a wheelchair can fit under, etc)

Facilities and Inclusion committee come together to discuss a plan on accommodations for wheelchair users and others with disabilities.