

# Spark Member Council



Member Council Agenda/Minutes

Feb 22, 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	Vic Fillep
Small Metals	
Electronics	John S Drew G Mike M
Glass Arts	Val G
Woodshop	Dan F Jonathan Roussin
Fiber Arts	Sherri Condon
Drawing	Brad Sheridan
Printmaking	
Coworking	

Others Present:

1. **Call to Order - Roll Call - 6:05 PM**

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 [1/12/2022](#)**

**MOTION: Drew Gates**

**SECONDED: Brad Sheridan**

**VOTE: Unanimous**

4. **Treasurer Report - 10 minutes [george@sparkmakerspace.org](mailto:george@sparkmakerspace.org) :**

Financials:

- Cash on hand:
  - Union Street Account: \$100.02
  - Checking Account: \$25,991.61 (includes the final TRIP payment).
  - Savings Account: \$7,509.63
- January Management Report:  
<https://drive.google.com/file/d/155GRCYUvOv7QSNBKeSp1YBaEPQm2uLXO/view?usp=sharing>

Updates:

- I had a list of our current insurance policies with policy limits, annual cost and renewal date put together. I am sharing it here in case anyone is interested.
  - <https://docs.google.com/document/d/1EDap1-V4DAfBsDs7-TUMEgzY4EtK6FEn/edit?usp=sharing&oid=114703440924253673998&rtpof=true&sd=true>
  - <https://docs.google.com/document/d/17hX72qPfuNu3OqugYyshWSeUSZ0527qV/edit?usp=sharing&oid=114703440924253673998&rtpof=true&sd=true>
- I reached out to insurance regarding any age limit restrictions on our liability policy. Their response is below (note: Casey is working on getting the Abuse and Molestation coverage application completed so we can add that to the policy):
  - Response from Wellstone Insurance: I looked over your policy and I don't see any age restrictions but there is an exclusion for abuse and molestation which is a coverage we recommend you have if you are working with youths. Let me know if you want to look into that coverage or have any questions about running a youth program.
- The Quarterly Financial Report has been sent to the Coop Fund of New England as per our loan agreement with them.

## 5. Executive Director Report - Casey

- Members:
  - 93 Members (see breakdown below)
    - 7 New Members this month!

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Kezer, Emily
Jose Chardiet
Mazzella, Casey
Post, Benjamin
Ramon Ostalaza
Scheggia, Iliana
Sergiacomi, Nick

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- 40 General Members, 22 Working Members
  - ^this is our life blood^ this is the number we need to grow
- 20 Honorary Members/Leads/staff- cleaned up this list
- 10 scholarship- 6 organizational, 4 Need Based
- 1 Prepaid
- Station Budgets/ Executive Projects Funds

	Executive Director General	Electronics	Fiber Arts	AV	Stained Glass	Woodshop	Printmaking	Drawing Painting	Coworking
<b>January 2022</b>	\$262.54	\$390.69	\$252.95	\$1,398.51	\$184.69	\$200.00	\$357.39	\$375.00	375

## 6. Grand Opening

- Grand opening date of Saturday May 7, 2022 . 1- 3 pm
  - i. We would like to gather a committee to help plan this very important event
    1. Hopefully lots of press
    2. Influential people- Funders, our collaborative partners, neighbors want to be members, chamber of commerce, politicians,
    3. Want to meet twice a month and once before the opening
      - a. 6 meetings once before end of February, twice in March and April, once right before May 7th.
    4. Looking for volunteers for this committee
      - a. Faith Scimone
      - b. Willem Lefevre
      - c. Valerie G
  - ii. What did we say would happen at this event - things all leads should decide
    1. “We'll be opening Spark's big orange doors for you to explore our new facility. We are proud to share this beautiful labor of love with New London County. Be inspired to make, create and collaborate at Spark. Snacks and refreshments will be served.”
      - a. People will be exploring “open house style”
        - i. One (or more) lead from station should be present
        - ii. What is going to be happening in the station, live demo, relaxed fun atmosphere, showing what we make in the station.
      - b. Ribbon with the mayor is at 1:30pm
    2. Wearing Spark Swag
    3. Electronics will support
    4. Stained Glass
    5. Fiberglass
      - Brainstorm ideas

## 7. Action Items- See below

**Maritza vargas- open for helping get members/teachers virtual...ongoing  
Casey- member list in the station closed.**

## **8. Fundraising Committee**

New meeting time - Tuesdays at 3:00

Working on Pfizer Grant - Casey & Ashby met with electronics Leads to discuss Laser Cutter technology and programming. Agreed to pursue adding laser cutter technology to the lab and developing programming. Writing Pfizer grant for new laser cutter, ventilation and programming.

Met with Toral Maher and Pam Luketich from Liberty Bank regarding grants. Suggested we start developing our relationship through asking for a Sponsorship.

- New intern from Connecticut college-Jadda

## **9. Signup days**

- i. Signup days needs **four guides** (Saturdays 1-3pm)

## **10. Internet and Access Control**

- We have internet and wifi set up. The wifi access point names and passwords have been unified so it's easy to get connected. Access info posted around the building.
- Access control at woodshop, printmaking
- Access door to spark is working but keep an eye and test door until problem is fully resolved.

## **11. Membership Committee**

- Meeting Wednesday- Feb. 23 @ 5
- Contacted the pandemic waiting list
- Contacted members who paused/dropped out during the pandemic
- Compiled updated list of places for posters. Will need help distributing
- Brochure and posters where to hang
- <https://meet.google.com/swx-uqpt-ugq>

## **12. Education Committee-**

- Met Feb 8th
- 2nd Tuesday of the month 6pm
- Proposals to be in by second Monday
- [New Proposal Form](#)
- Area Overview (Introductory) Videos! We need 'em. **Due by ?**
  - i. **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.**
  - ii. All you need to do is record the video in accordance with the template bullets.
  - iii. Try to not be too long-winded because the video in total needs to be less than 5 minutes long.
  - iv. [The Overview Video template](#) will also be emailed
  - v. Casey will edit them to make them look alike.

- vi. You get paid!
- o We need class proposals! Think far ahead - 6 months out. Let's fill out our class offerings!
  - i. Wouldn't it be great to have 1-2 classes per month per area? Use that proposal form link above!

### 13. Inclusion Committee

- o We're working on a collaboration with Expressiones. The last meeting was on 2/1.. The next meeting hasn't been scheduled yet, but will be on the Working shared calendar.
- o (Open to members)
- o Important to the growth of the community

### 14. Marketing Committee -

- o We have a new intern-Marinda taking over scheduled posting on instagram and facebook
- o Shawn Charles wants to make Monthly newsletter
- o Going to be gearing up for the Grand opening
- o As mentioned before new posters/brochures/buisness cards
- o Looking for interested "street team" (reach out to members to post in their surrounding town to...distribute some flyers)\*
  - i. Hang posters

### 15. Facilities Committee

- o [Extent of Alteration Policy Proposal](#)
- o John davis worked on tyvek
- o Front Door has been worked on

## New Business

## Unfinished Business

### Announcements

- Need Tour Guides

### Adjournment

- o **Meeting finished at : 7:06pm**
- o **MOTION: John Scimone**
- o **SECONDED: Drew Gates**
- o **VOTE: Unanimous**

## Past ACTION ITEMS / Closed, Extended, Tabled

1. Maritza Vargas - Open for helping get members/teachers virtual. **ONGOING**



2. Link for request to do a class/meetup/skillshare:

<https://docs.google.com/forms/d/e/1FAIpQLSc1Z5msz0LLhj60hmLbqJsOhCpYuyNP32L6mkyOO7F2RrJ9uw/viewform>

- 1.

### **New ACTION ITEMS**

**Casey- member list in station CLOSED**