

# Spark Member Council



Member Council Agenda/Minutes  
August 15, 2023

## **Member Council**

**Committee Chair: Michael Molinari and Casey Moran**

**Vice Chair: TBD**

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
- Mike Molinari

**Attendees:**

Need 6 stations for quorum

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

Others Present:

1. **Call to Order - Roll Call - <6:15pm>**
2. **First 15 minutes dedicated to voting on Chris Cooper Member Representative to the Board.**

**Taken care before meeting. Chris approved unanimously.**

3. **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**

4. **Reading and approval of the minutes [6/20/2023](#)**

**MOTION:Mike M**

**SECONDED: Vic F**

**VOTE: Unanimous**

5. **Treasurer Update.**

- **Cash on hand:**
  - Union Street Account: \$100.02
  - Checking Account: \$70,221.82
  - Savings Account: \$67,551.47
  - PayPal Account: \$4,039.77
- **Updates:**
  - **New Accountant and Bookkeeper- Janet & Torey**
- **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: 139 (143)**
  - **By Amount**
    - **42 pay \$0 (2 Dual Membership Other Half, 3 Board, 3 Board Given Scholarship, 10 Community Partnership Member, 1 Dad Pays, 1 Gift Certificate 9 Honorary, 1 Paid 6 months upfront, 1 Paid 1 year upfront, 10 Leads, 2 Staff )**
    - **10 pay \$10 (Palmer Scholars)**
    - **16 pay \$30 (Working Members)**
    - **1 pay \$33 (Working Members+ \$3 Donation?)**

- 55 pay \$55 (General Members Old Price)
  - 10 pay \$65 (General Members)
  - 1 pay \$85 (General (55)+Working)
  - 2 pay \$100 (Dual Membership)
- July and August sign ups:
  - Bug
  - Cookie
  - George
  - Whitey
  - Mariana
  - Connor
  - Craig
- Station Budgets/ Executive Projects Funds

Electronics	Fiber Arts	AV	Stained Glass	Woodshop	Print making	Coworking
\$603.77	\$1,045.42	\$1,398.50	\$0.00	\$431.629	\$139.38	\$375.00

Totals are current as of : 8/10//2023

## 6. Member Social

- Project Ideas for Watermelon Meltdown (Sep 17th)
  - a. So far
    - Fairy Houses
    - Mobiles
    - Show and Tell
    - Watermelon Carving
    - Clearing out the backyard to allow for an area to mingle/an activity (volunteers needed to help clean the area up before the event)
    - Maple providing ice cream
- Decision made- Mobile and Fairy House

## 7. Action Items

-

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

Matching Gift Program-

- OPENS TODAY! Tuesday, August 15, 2023 until Wednesday, November 22, 2023 or until 2023 Matching Gifts funding limit is met.

- <https://charteroak.org/community-giving/matching-gifts-program/>

Gala- Update-

- The theme selected: **Spark Makerspace 2023 Gala- The Roaring Twenties**
- The honorees have all accepted their nominations, and we will be delighted to announce that the 2023 honorees are:
  - **Ashby Carlisle**
  - **Migdalia Salas**
  - **Julie Garray**
- The fundraising/ finance committee is working hard on finalizing the date and location, but please hold **Nov. 16th, 17th, or 18th** on your calendars.
- Thames Club or Garde Arts Center (depending on how well they fit our budget) within the next two weeks.
  - Sherri- Silent auction volunteer (prior experience)

**Grants Pipeline**

- CFECT Grant- Community Partners
- Chelsea Groton last installment of 5k (20k 4year) Building Grant
- November- Palmer- Planning period

**9. Membership Committee- On Hold - Community Manager**

- Volunteer Management - Coordination website
  - Studio Stewards
    - Trained individuals (by leads) with more insight knowledge of station specific suits
      - Discounts?
      - What are those tasks, who will do them?
      - What does the station **need**?
  - Facilities
    - Scheduling facility upkeep tasks and coordinating volunteers to assist with them.  
Most Important:
      - Bathrooms (Clean and restock)
      - Trash**
      - Sweeping /Mopping/Vacuuuming
      - Kitchen area upkeep
      - Trash
      - Shovel/Salt
      - Cleaning the Doors/windows/

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

- Moved to Quarterly

- b. Next meeting is September 12th.
- c. Homeschooling is Live
  - 4 Classes: Woodshop, Fiber Arts, Stained Glass, Arduino
  - 2 Family Classes in August - Fiber Art
  - Very slim Calendar for August/Sept
  - Surveys (Data is being sent back to instructors)
  - Home schooling posters will be available at front desk. Please hang in places that homeschoolers tend to flock.
- d. Family class pilot is being run.
  - 1 adult with 1 or more children.

**11. Marketing Committee (Casey, Vic, ...) -**

- a. No New Report

**12. Facilities Committee (Vic)**

- a. Back basement cleanout
  - Work is done
  - Tree trimming or removal
    - The Board has authorized spending up to \$4K on this project
      - a. Quote for full removal (\$3800), or partial removal (\$2400)
      - b. The board is divided on whether to take the whole tree down but everyone seems willing to back either plan
    - Opening in the gable end at the back of the building
      - a. Need to close and seal
      - b. No current progress
    - Opinion of present members is not to oppose removal of the whole tree if possible.
  - Fire Escape
    - We have a new power washer, which is primarily for screen cleaning in the Print Shop, but will serve other purposes, including initial rust removal on the fire escape
      - a. I would like to make this a volunteer project so let me know if anyone is will to take this on
  - Condensate pump
    - There was an ongoing problem with the condensate pump in the back basement. It was not switching on and would overflow onto the basement floor. Wiring in the overflow switch would shut down the dehumidifier until it was manually reset. A new pump was installed. It has a much better switch design and has been working reliably.
- b. List of known Facility projects is [here](#). If you see something you think belongs on the list please email [Facilities](#).

**13. IT Committee (Drew G, John S, Vic, TJ, Salem)**

- a. Video surveillance system parts have almost been delivered..
- b. Goal is deployment by mid-sept.

**14. 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. As discussed at a previous meeting, we have cleared space in the "kitchen" area for Vic to store his tools, leaving the wall space on the right, as you enter, for the additional lockers.
- 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.
- Certifications for General & Commercial scheduled through the end of 2023 (1 of each per month).
- LOTS of classes - going well. Offered a Screen Printing/Sewing combo class and several other classes during summer months. Many were canceled due to no signups. Will re-visit the offerings in the fall. Open to other cross station classes. Also trying to balance offering classes with having stations available for general use. Also offered family classes - first one with any registration is upcoming.
- Attendance at Open Sew has **taken off!!!** - most nights 6-8 ppl

■ **Print Shop (Nike, Michaela, Natalie)**

- Cert classes and Intro classes for Screen Printing still humming along
- Past idea, still interested in it: Need to look in to setting up OpenShop time for youth to use the space -nd
- In the process of reclaiming all of the screens, will be restretching many as well, potentially will be a volunteer night, Kate and Nat made lots of progress there!
- Second power washer was also a bust, but Vic somehow made one appear in the station! Still need incorporate power washing into the curriculum and up-train members (maybe a video?) in order to maintain the screens \*priority\* -nd
- Working towards reorganizing the materials, plans to revamp screen storage under sink and fixing the spooky half to provide concrete storage area for FRESH materials
- Ordering materials pending Nat finalizing list and sending to Casey, progress made on those orders too
- Open Shop in July (1st and 3rd Mondays, 6:30-8PM) Saw a few visitors. Ramon, Whitey for a cert, and some people that Nike personally invited... But all in all, it's not really happening...
- Fresh is getting a fresh wormo design.



- **Woodshop (Dan, Jonathan, Kate, Jake)**
  - Break in classes for August due to limited availability
  - CNC class up and running with lots of interest
  - General certifications and specific sign-offs continue
  - Offering homeschooling track this fall
  - Please fill out [member survey](#) to help us prioritize classes/efforts! Hoping to get a couple of new offerings up over the next few months
  
- **Stained Glass (Valerie)**
  - Increased usage of the glass studio during the day has been observed.
  - First 2 Whimsybirds classes were a success!
  - No other new items to report.
  
- **Electronics (Drew, John, Mike, Salem)**
  - CODE JAM Sat. Aug. 26th noon-10pm
  - Electronics nights fluctuate between just a few attendees and a room-full
  - 3D Printing cert classes going well, soldering starting to slow down.
  - Next 3d printing cert TBD
  - Next soldering cert class Aug 19th.
  - New soldering kit prototype on order to replace the old Sailfest 2016 blinky pins. This one has no date. 🙌 Can do these at any Spark event. BOM cost is ~\$2.5/kit. We'd like to have a few designs eventually. If anyone has fun ideas, let us know.
  - New classes in the works.

## 15. Old Business

- a. Member-to-Member Communications - **EXTEND**
  - The IT committee is still working on Discord setup. Need documentation and ED approval.
- b. Stanley Grant
  - Any updates?
- c. Video Surveillance
  - Board voted on 4/3/2023 to fund a video surveillance system for the first floor. Planned camera locations can be found in the March IT committee minutes. [II Committee Minutes 2023.3.3](#)
  - Deployment is underway. **Most cabling was run last weekend. Stay tuned.**
- d. **Reminder for leads at Member Council meetings**

## 16. New Business

### 17. Announcements

- Casey on vacation. Griffin is holding down the fort.

### 18. Adjournment

- a. **Motion to adjourn: Shery**
- b. **Second: Vic**
- c. **Vote: Unanimous**
- d. **Meeting adjourned at: 7:56pm**

