

Spark Member Council Meeting Minutes



Meeting Agenda
September 25, 2018

Member Council

Committee Chair: Casey Moran, John Scimone, Ashby Carlisle

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.

Chairs:

John Scimone

Casey Moran

Ashby Carlisle

Attendees:

Ashby Carlisle - Programming

Vic Filepp - A/V

Drew Gates - Electronics

X Mike Molinari - Electronics

Valerie Gilson - Stained glass

Tim McGuire - Woodshop

Aly Maderson-Quinlog - Printmaking

X Nike Desis - Printmaking

X Melinda Quinn - Fiber arts

X Winifred Bellefleur - Fiber arts

Sherri Condon - Fiber arts

X George Ryan - Coworking

Robert Hatcher - Small Metals

Drew Bicknell

X = not present

Agenda

- I. **Call to Order - 6:07**
- II. **Roll Call - As above**
- III. **Reading and approval of the minutes**

MOTION by Vic Filepp, seconded by John Scimone. Approve meeting minutes without reading.
VOTE 9-0

IV. **Reports of Standing Committees - 5 minutes**

- a. Scholarships
Casey will provide scholarship applications to relevant stations for review. The expectation is that leads will confer and discuss and let Casey know who should be granted the scholarship. Casey will copy the leads when letting the scholarship recipient know.
- b. Wood shop leads
Casey reported that Dan Flavin is interested in being a lead if another can be found. Another possible lead may not have signed up and we may not have contact information. Casey reminded us to always get contact information for people who are interested in Spark.
- c. Event planning
Goth Prom
Casey reported that we need simple make and take classes with a Halloween theme for decorations and other items that may fit with the Goth Prom. Submit your proposals! The more the better.

V. **Special Orders - 1 hour**

- a. Definition and Publication of Lead Responsibilities **10 minutes**

Currently Documented Workstation Lead Responsibilities (shared with other Leads)

- i. Developing and leading the orientation to the workstation
- ii. Developing and maintaining a safety plan and ensuring safe and responsible use of the workstation
- iii. Teaching others and being helpful
- iv. Maintaining and improving the workstation
- v. Managing the Wish List for the workstation
- vi. Working with Spark staff to coordinate the schedule of use
- vii. Ensuring signage and information at the workstation is current
- viii. Keeping Spark Board, the Executive Director, and/or the Member Advisory Council in the loop
- ix. Enabling class offerings
- x. Engaging the community and encouraging activity
- xi. Communicating to the Executive Director if you can't fulfill these responsibilities

Discussed list of responsibilities and reworded number ii and ix prior to approval.

MOTION by John Scimone, seconded by Sherri Condon. Approve the list of shared workstation lead responsibilities. **VOTE 9-0**

- b. Process for handling leads who are delinquent in meeting these responsibilities **25 minutes**

From September 11, “Discussion was held about how to handle leads who are deficient in meeting your responsibilities. As discussed: Initial discussion with a deficient lead will be handled first from the Executive Director. Then it would be brought to the Member Advisory Council if not corrected.”

The leads discussed the process outlined above. Discussed adding a step at the beginning of the process for leads to communicate between themselves first. Instead, it was decided that the step should not be made policy. Discussed whether the process should be more specific with specific steps and a timeline.

Thirty days after the problem is identified and discussed between the ED and the punk, the problem should be corrected. During this 30 day period, the MAC should be notified. After 60 days, the MAC should be notified that a vote will be held on that lead’s status at the next MAC meeting. The issue must be resolved one way or the other within 90 days.

MOTION by Drew Gates, seconded by Sherri Condon. Table approval of the above process until the next MAC meeting. **VOTE 9-0**

- c. Process for handling under-used workstations **25 minutes**

Ask why it’s being under-utilized. Is it the activity, a general lack of interest, the lead(s), or something else?

Action Item - Mike Molinari to bring a draft of his “algorithm”

Tabled until next MAC by consensus.

VI. Unfinished Business and General Orders - 15 minutes

VII. New Business - 30 minutes

Website

Casey showed us a prototype of the website’s workstation pages. All leads were asked for a quote about who they are and what they do to go next to their photo.

John brought up the moderation of the Spark Community Facebook group. Casey said he will try opening the group so that any member can post without moderation as a trial.

VIII. Announcements

Next meeting will be October 23rd

IX. Adjournment MOTION by Drew Gates, seconded by Sherri Condon, VOTE 9-0; Adjourned :