

Spark Member Council



Member Council Agenda/Minutes
Jan 12, 2022

Member Council

Committee Chair: Danna Mancini 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

Danna Mancini

Willem Lefevre

Attendees:

Need 6 stations for quorum

A/V	Vic F
Small Metals	Maritza V,
Electronics	John S
Glass Arts	Valerie G
Woodshop	Dan F, Jonathan R, Jacob K
Fiber Arts	Sherri C
Drawing	Casey M
Printmaking	Nike D
Coworking	George R

Others Present: Faith S, Ashby C

1. Call to Order - Roll Call - Meeting started at: 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 [11/16/2021](#)

MOTION: Valerie G

SECONDED: Jacob K

VOTE: Unanimous

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

Financials:

- Cash on hand:
 - Union Street Account: \$754.59
 - Checking Account: \$36,952.40 (includes the final TRIP payment).
 - Savings Account: \$7,509.31
- Preliminary 12/2021 report is still being prepared.

Updates:

- Engiven account is now open and donations can be made via crypto:
<https://platform.engiven.com/give/980/widget/922> (the link has also been added to the website)
- Waiting on a response on the Palmer

5. Executive Director Report - Casey

- Members:
 - 86 Members (see breakdown below)
 - 36 (25 last month) General Members, 21 Working Members
 - ^this is our life blood^ this is the number we need to grow
 - 20 Honorary Members/Leads/staff- cleaned up this list
 - 8 scholarship- 4 organizational, 4 Need Based (cleaned up)
 - 2 Prepaid
 - Station Budgets/ Executive Projects Funds

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

- Reminder of separate Google Calendar for committee meetings and internal workings
- New Sign-in sheets - Faith S
 - Extremely important for grant tracking and marketing
 - Volunteer sheet: Please fill this out when you volunteer
 - Visitors log: For people who aren't members, so they can sign up for the mailing list. Members do NOT have to fill this out.
 - Event attendance: for everybody, both members and non-members to fill out when they attend an event. Leads, please fill out the name of the event, and to set an example for those attending, **fill out the first space with your information**, in full. If you don't want to share your personal email, putting your station's email is fine.

The image shows three separate sign-in sheets side-by-side. Each sheet has a logo at the top left and a title. The first sheet is titled 'DID YOU VOLUNTEER TODAY?' and includes a table with columns for 'Date', 'Name', and 'Hours of volunteering'. The second sheet is titled 'NON-MEMBER! DID YOU VISIT THE MAKERSPACE TODAY?' and includes a table with columns for 'Date', 'Name', and 'Email to be added to our subscriber list'. The third sheet is titled 'EVENT ATTENDANCE' and includes a table with columns for 'Date', 'Name', and 'Event to be added to our subscriber list'.

6. Grand Opening

- Board discussion about the risks and benefits of delaying the grand opening led to a consensus that postponing is the smartest course of action.
- The Board discussed a tentative grand opening date of Saturday May 7, 2022 .

7. Stations

- **Important to know information**
 - i. Teacher Pay- Has been increased
 1. \$20 an hour for classes with 4+ students, 2 - 3 student \$15 an hour
 - ii. 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

official and updated record of what member has been certified in each area?)

- iii. 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
- o Where are the stations at
 - 1. Do they need more directed volunteer gatherings
 - 2. Orientations
- ii. **Fiber Arts Studio**
 - 1. Open sew every Monday
 - 2. Averaging 6- 10 people
 - 3. 2 classes and 1 skill share approved
 - 4. Planning to replace sewing machine tables through creative fundraising
- iii. **Print Shop**
 - 1. Still organizing
 - 2. Couple certification classes (successful)
 - 3. Intro class(4 people)
- iv. **Woodshop**
 - 1. Still working through to do list
 - 2. Table saw work in progress
 - 3. Tentative plan for classes next month(or end of the month)
- v. **Stained Glass**
 - 1. Stain glass studio will be having first certification class friday 2
 - 2. Added LED lighting to stations
 - 3. Next class will be in February
- vi. **Electronics**
 - 1. Electronics nights have been very well attended. Expect slight drop off with COVID wave
 - 2. Python Crash Course coming up
 - 3. Plan to get 6+ more classes on the calendar for February's Education Committee meeting
 - 4. Got a new server
 - 5. Bought a key cutter for our locksport interest area
 - 6. Working on setting up 1+ 3D printers

8. Action Items- See below

9. Fundraising Committee

- o Palmer grants submitted- \$120,000 (split between two years) will receive word in spring.
- o Community Foundation- \$8,800
 - i. Discuss how it relates to leads
 - 1. Classes + Certifications
 - a. Subsidized

10. Signup days

- i. Signup days needs tour guides (1-3pm)

11. Internet

- 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.

12. Membership Committee

- Meeting Wednesday- Jan 19th, 5 pm

13. Education Committee-

- Met Jan 11th
- 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 Feb. 19**
 - i. All you need to do is record the video in accordance with the template bullets.
 - ii. Try to not be too long-winded because the video in total needs to be less than 5 minutes long.
 - iii. [The Overview Video template](#) will also be emailed
 - iv. Casey will edit them to make them look alike.
 - v. You get paid!
- 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!

14. Inclusion Committee

- We're writing a letter to our supporters and organizations we've partnered with in the past, to keep the lines of communication open. The last meeting was on 1/7. 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

15. Marketing Committee -

- New Brochure (**Show leads**)
- PSA
- Press release
- Send to printers and due price analysis
- (Still figuring out how co-working will fit into space)

16. Facilities Committee

- [Extent of Alteration Policy Proposal](#)
 - i. This policy will be hammered out in the facilities committee and then go to the MAC for discussion and recommendation to the Board of Directors
- Meeting scheduled Feb 7 4pm
- Lighted exit sign will be installed upstairs at the back door. None lighted signs will be installed at some other locations.
- Hand rails for the fire escape, if required by the city.

- John Davis is in touch with 72 degrees to install wifi on the split systems
- Meeting with Ashby last week regarding an electrical proposal for potential funding by Dominion Resources.

New Business

17. Mask Policy

- Mask mandate ended November 9th
 - i. Non vaccinated still require masks
 - ii. N-95 mask ordered will be in the 16th

Regarding (STRONG) recommendation to wear mask signage

MOTION: Faith Scimone

SECONDED: Drew Gates

VOTE: unanimous

18. Basement access. Who should be permitted access, who should not. Why would a regular member need access? Protection of property/security issues, liability, etc

- Leads, board members, and facilities committee members, and Casey :P
- Applies to both basements
- Signage on back door.
- Trash removal volunteer opportunity in the back basement after the removal of harmful™ substances is considered

MOTION: Sherri Condon

SECONDED: Dan Flavin

VOTE: unanimous

19. Smoking policy, on Spark property - indoors and outdoors.

- Signage for (no smoking) near property

Unfinished Business

Announcements

- Need Tour Guides

Adjournment

- **Meeting finished at : 8:07**
- **MOTION: Danna**
- **SECONDED: sherri C**
- **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. Casey -
 1. Phase 2 - get people together to discuss. **Extended**
 - 2.

New ACTION ITEMS

Casey- member list in station