

Spark Board Meeting Minutes



Board of Directors

May 1, 2019

Directors Present: <ul style="list-style-type: none">✓ Kristin Harkness, Chair✓ George Ryan, Vice Chair & Treasurer✓ John Scimone, Secretary✓ John Curran✓ Erica Andrews✓ Ashby Carlisle, Member Rep✓ Michael Molinari, Member Rep✓ Casey Moran, Executive Director	Guests Present: <ul style="list-style-type: none"><input type="checkbox"/> Kate Presto<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____
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Minutes Taker: John Scimone

Call to Order at: 6:07 PM

I. **I. Review and Accept Meeting Minutes for [April 2, 2019](#).**

MOTION was made by Mike Molinari to accept the meeting minutes from April 2nd.
Second by Kristin Harkness.

VOTE:	In favor:	Opposed:	Abstained:	Motion Passed/Defeated.
	6	0	0	Passed

II. **Action Items**

Report on actions taken and Close/Table/Extend each item. Record any motions made.

(Sample motion)

MOTION was made by _____ to _____. Seconded by _____.

VOTE:	In favor:	Opposed:	Abstained:	Motion Passed/Defeated.
				Passed

III. **Committees**

A. Fundraising Committee

Most Recent Fundraising Meeting: Saturday, April 27, 2019

Next Fundraising Meeting: Saturday, May 4, 2019

- No grants are being actively worked on.
- Started to think about long term strategy
 - What happens after Palmer
 - Forever home
 - Endowment
- Thought about tactical approach
 - New London beautification
- Teaming with Hispanic Foundation
- Teaming with the Garde
- Teaming with New London Mainstreet

FY19 Completed Funding Requests:

Summary/Overview only

1. Palmer Foundation Grant

Approved \$40,000/yr x 2 years for

- Staffing
- Capacity Building

- Diversity Programs (especially scholarships)
- Education Initiatives (especially affordability)

Allocated for Year 1:

- Staffing: \$20,000
- Capacity Building:
- Diversity Programs (especially scholarships): \$10,800
- Education Initiatives (especially affordability):
- Not Yet Allocated: \$9,200

Spent for Year 1:

- Staffing:
- Capacity Building:
- Diversity Programs (especially scholarships):
- Education Initiatives (especially affordability):

2. Chelsea Groton Sponsorship

Requested approx. \$700 for 3 Adobe Creative Suite licenses.
Approved for \$480 for 2 licences.

3. Charter Oak Grant

Requested \$5,000 for teacher compensation
Approved for \$1,500
Spent:

4. Pfizer Community Grant

Requesting \$6,000 for education initiatives
Submitted March 29th, should hear in 4 weeks

5. Stanley Tools Donation Request

Requesting in-kind tool donations
Submitted March 26th 2019

FY19 Future/Potential Funding Requests:

For reference purposes only.

1. Crowdfunding Campaigns

- a) December Annual Appeal

2. Retail Community Grants / Sponsorships

- a) Lowes
- b) Home Depot
- c) Walmart
- d) Eversource
- e) Dominion

3. Bank/Credit Union Community Grants / Sponsorships

- a) Charter Oak FCU (Sponsorship)

- b) Dime Bank
- c) Liberty Bank
- d) Non-Locals/Others

4. Anchor Institution Requests

- a) Electric Boat
- b) TRIP/CTNext/CTInnovations

5. Foundation Grants

- a) Lord Foundation
- b) Community Foundation
- c) Kitchings Foundation

B. Member Advisory Committee Report

Minutes from April 30th meeting [here](#).

Next MAC Meeting: Tuesday, May 28, 2019

Next Full-Member Meeting: Tuesday, May 7, 2019

C. Membership Drive Committee

Tabling

- Continuing to table all around the area.

Outreach

- New London Mainstreet is asking if we want to have a soft open house for the Food Stroll on Wednesday, May 15, 2019. As long as we can get 5 knowledgeable people here, we'll participate.

Next Meeting: Tuesday, May 14, 2019

The next Open House is Saturday, May 25, 2019

D. Scholarship Committee Report

Casey's Suggestions [here](#) based on the Allocated funds

The Board discussed the linked spreadsheet and modified some amounts that the scholarships are required to pay or not pay

MOTION was made by John Curran to accept the posted plan for scholarships and for Executive Director to administer it. Seconded by Ashby Carlisle.

VOTE:	In favor:	Opposed:	Abstained:	Motion Passed/Defeated.
	7	0	0	Passed

George Ryan joined the meeting at 6:43 PM.

Recess from 6:54 PM to 7:04 PM.

E. Signage Committee Report

Most Recent Signage Meeting:

Met with Critical Signs. We have a mockup. Sign will be removable. Design to delivery is two weeks. Will run by George Waterman.

F. Halloween Committee

1. Last meeting: April 8, 2019
2. Next meeting: May 8, 2019
3. "Pumpkin Event"
 - a) Secured Art Park for 10/13/2019
 - b) Safety Concerns
 - Need to have a sponsorship for the arena
 - Identify go/no-go date for this and a backup plan
 - c) We have a smashing pumpkin band lined up
 - d) We have a pizza food truck lined up
4. Goth Prom
 - a) Secured The Social Bar and Kitchen for 10/31/2019

G. TRIP Report

IV. Executive Director Report / Budget Review

Membership: 95

- General Members: 40
- Working Members: 29
- Scholarship Members: 9
- Other (leads, board members, etc.): 17
- Member dues: \$3,356.00

Financials:

- Cash on hand: \$7496.41
- Class income (since last board meeting): \$1,158
- Palmer Grant Funds: \$40,000 (Spark Foundation has funds)
- Charter Oak \$1,500
- Chelsea Groton (still waiting on funds (Allocated to Adobe Project)): \$480
- Fundraising/Donations:

V. 225 Lease and Other Space Options

What have we learned about our top 3 priorities for a new space?

[Top 3 Priorities](#)

George W update, Leaks/Lease/Water usage: Large roof/ceiling leak. It affected the art space and the ladie's room.

Discussed other locations in New London. Considering talking to Charter Oak about commercial mortgage possibilities.

VI. Membership Meeting Report

Membership meetings are bi-monthly. The next meeting is scheduled for 5/7/2019

VII. 501(c)3 Update

VIII. New Business

Connecticut College Membership

- Bulk membership?
- Semester by semester basis?
- Just show off the space?
- Specific programming?

Parking

- The back lot has been filling up lately.
- Mike volunteers to be a part-time parking czar.
- We have church event dates through May 18th.
- Do not flier on Sunday mornings or when there are events posted on the calendar.
- Will do a 24 hour parking cone trial

IX. Adjourn Meeting

MOTION by John Curran to adjourn. Seconded by Michael Molinari.

VOTE:	In favor:	Opposed:	Abstained:	Motion Passed/Defeated.
	7	0	0	Passed

Meeting adjourned at: 8:25 PM

ACTION ITEMS

JOHN C

- Bring proposal for working member/lead language changes. **EXTENDED due to illness. Draft language will be available shortly after the meeting.**

JOHN S

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MIKE

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KRISTIN

- Ping Hannah about donation/loan with parents. **EXTENDED**
 - Conversation will continue. Tax deductible donation option is with Hannah and her discussion with her parents.
- Reconcile Annual Appeal with funds received to see what (if anything) is left to track down). **CLOSED**
- Talk to Tony about Spark's involvement in the Dream Center.

CASEY

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GEORGE

- Meet with Charter Oak for fact finding about commercial mortgages. **WITH KRISTIN**

KATE

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