

Spark Board Meeting Minutes



Board of Directors

April 2, 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">✓ Kate Presto<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____
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Minutes Taker: John F Scimone

Call to Order at: 6:10PM

I. Review and Accept Meeting Minutes for [March 13, 2019](#)

Erica Andrews arrived at 6:12PM.

MOTION: The board of directors accepts the meeting minutes from March 13, 2019.

Motion by: George Ryan

Seconded by: John Curran

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

II. Action Items

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

Michael Molinari arrived at 6:16PM

MOTION: To create a diversity committee consisting of John Curran, Casey Moran, and John Scimone (if available), and Ashby Carlisle.

Motion by: Kristin Harkness

Seconded by: George Ryan

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

III. Committees

A. Fundraising Committee Report

1. Most Recent Fundraising Meeting: [Saturday, March 2,](#)
2. Next Fundraising Meeting: Saturday, April 6, 2019
3. FY19 Completed Funding Requests:
(*Summary/Overview only.*)
 - a) Palmer Foundation Grant
 - Requested \$50,000/yr x 3 years for:
 - (a) Staffing
 - (b) Capacity Building
 - (c) Diversity Programs (especially scholarships)

(d) Education Initiatives (especially affordability)

- Approved \$40,000/yr x 2 years.
 - Not yet allocated.
 - Spent \$0.
- b) Chelsea Groton Sponsorship
- Requested approx. \$700 for 3 Adobe licenses.
 - Request Pending.
 - Pre-allocated to Adobe Creative Suite licenses.
- c) Charter Oak Grant
- Requested \$5,000
 - Request Pending
 - Pre-allocated to Teacher Compensation
- d) Pfizer Community Grant
- Requesting \$6,000 for education initiatives
 - Submitted March 29th, should hear in 4 weeks
- e) Stanley Tools Donation Request
- Requesting in-kind tool donations.
 - Submitted March 26th 2019

5. FY19 Future/Potential Funding Requests:

For reference purposes only.

- a) Crowdfunding Campaigns
- June Annual Appeal
 - December Annual Appeal
- b) Retail Community Grants / Sponsorships
- Lowes
 - Home Depot
 - Walmart
 - Eversource
 - Dominion
- c) Bank/Credit Union Community Grants / Sponsorships
- Charter Oak FCU (Sponsorship)
 - Dime Bank
 - Liberty Bank
 - Non-Locals/Others
- d) Anchor Institution Requests
- Electric Boat
 - TRIP/CTNext/CTInnovations
- e) Foundation Grants
- Lord Foundation

B. Member Advisory Committee Report

1. Most Recent MAC Meeting: [March 26, 2019](#)
 - a) Report out.
 - b) Any proposals being presented for consideration?
 - None.
 - c) Any important proposals/initiatives being discussed?
June Open House date: June 1, 2019
Summer Melt date: August 17, 2019
Maker Faire for 2020 is tabled
2. Next MAC Meeting: April 30, 2019
3. Next Full-Member Meeting: Tuesday, May 7, 2019

C. Member Recruitment Committee Report

1. Most Recent Recruitment Meeting: March 12, 2019
2. Next Recruitment Meeting: TBD
3. Open House Results
 - a) Went very well!
 - b) 5 new members from an open house
4. St Patrick's Day Parade on March 17th
 - a) Had a great video made
 - b) We waved and handed out flyers
 - c) Next year:
 - Have a table in front of the space
 - Have people ready to give tours
 - Get a green banner?
 - Maybe a float?
 - Kristin should get there early. Nobody else.
5. Tabling
 - a) The roadshow kit is put together and looks great
 - b) John Davis and Casey Moran tabled at the Garde on Saturday and it was a good audience
6. Public Access show
 - a) John Davis and Allie Girouard did an interview on Public Access. Great work!

D. Scholarship Committee Report

1. Most Recent Scholarship Meeting: Will resume when applicable. After the allocation of Palmer Funds
2. Aly Maderson-Quinlog and Nike Desis are interested in joining the committee

E. Signage Committee Report

1. Most Recent Signage Meeting:
2. Critical Signs will do a site tour next week and then putting a proposal together for George Waterman and the city

F. Halloween Committee

1. Last meeting: April 1, 2019
2. Next meeting: April 8, 2019
3. Last meeting, we discussed the pumpkin smash event rules and the pumpkin racing rules/structure. Maple has secured some Smashing Pumpkins cover bands

G. TRIP Report

1. New London Dream (was Train Station) site walkthrough Thursday at 2:30

The board took a recess at 7:40PM

The board returned at 7:55PM

IV. Executive Director Report / Budget Review

Membership:

- Total: 96 (8 New Members this Month)
- Membership Revenue: \$3,478.60
- General Members: 41 paying \$55
- Working Members: 30 paying \$30 (includes two family memberships)
- Scholarship Members: 8 paying \$10
- Other (leads, gift certificate, lifetime, board, etc.): 17 paying \$0 to \$1

Financials:

- Cash on hand: \$13,558.77
- Class income (since last board meeting on 3/13) : \$0
 - 0 classes

Actuals vs. Budget:

- Kate reviewed the actuals and budget for the first quarter of 2019 and comparisons between 2018 and 2019, and between 2017 and 2018. In general, it's all good news, but we cannot "just coast". We need to continue working hard to raise funds in 2019!

V. 225 Lease and Other Space Options

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

Extended

George W update: Leaks/Lease/Water usage

There appear to be no active water supply leaks. One toilet in the ladies' room is shut off.

VI. Palmer Grant Review and Allocation

At 8:21PM, John Curran and Casey Moran excused themselves to avoid a conflict of interest while discussing Palmer Grant fund allocations including staffing

The board reviewed the proposed budget submitted with the Palmer Grant.

MOTION: The Board authorizes allocation of \$20,000 to the Executive Director's salary, and further authorizes 20 additional scholarships at \$540 each for a total of \$10,800 from the Palmer Grant. The remaining \$9,200 from the Palmer Grant is not yet allocated.

Motion by Kristin Harkness

Seconded by George Ryan

VOTE:	In favor:	Opposed:	Abstained:	Motion Passed/Defeated.
	5	0	0	Passed

At 9:04PM, John Curran and Casey Moran

VII. 501(c)3 Update

We received a letter from the IRS re: our 1023. Does this mean we need to file a 990 this year?

Yes according to Kate.

VIII. Adjourn Meeting

MOTION by Erica Andrews to adjourn. Seconded by George Ryan.

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

Meeting adjourned at:

ACTION ITEMS

JOHN C

- Bring proposal for working member/lead language changes. **EXTENDED for action via email within the next month. John discussed court cases where non-profits were found to be providing excess benefits to supporters or volunteers should have been classified as employees. Some makerspaces choose to have all members volunteer and pay the same amount or volunteers require access to tools for their volunteer activities warranting an appropriate discount.**
- Bring a proposal for diversity consulting / expertise. **CLOSED. Motion to create a diversity committee is documented in the formal agenda.**

JOHN S

- Connect with the Public Library of New London to discuss their requirements for youth programming for potential implementation at Spark. **Kristin met with Maritza, the library is interested. Maritza Vargas contact info: (860) 857-3915 mvargas@plnl.org ritzv74@gmail.com. Director is Madhu Gupta. Scheduling a meeting on Tuesday, March 19. CLOSED. Casey discussed building charging stations for the library.**

MIKE

- There are cameras! Go to wyze.com, create an account, George can then add you to our account. **CLOSED. George put up cameras. George Ryan, Casey Moran, and John Scimone presently have access.**

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). **EXTENDED**

CASEY

- Reinstate once monthly individual meetings with workstation leads. **CLOSED. Casey will maintain contact with leads.**

GEORGE

- Work with Kate on YTD budget **CLOSED. George sent an email and Kate worked.**

KATE

- Bring budget vs. actuals for 2019 YTD as basis for Palmer grant allocation **CLOSED. Budget vs. actuals provided to board as a handout.**