

Spark Member Council



Meeting Agenda/Minutes
January 29, 2019

Member Council

Committee Chair: Casey Moran, Ashby Carlisle, Mike Molinari

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:

Casey Moran

Ashby Carlisle

Mike Molinari

Attendees:

Ashby Carlisle - Programming

Vic Filepp - A/V

John Scimone - Electronics

Drew Gates - Electronics X

Mike Molinari - Electronics

Valerie Gilson - Stained glass

Robert Hatcher - Small metals X

Dan Flavin, - Woodshop

Jake Kaeser- Woodshop X

Jonathan Roussin- Woodshop X

Aly Maderson-Quinlog - Printmaking

Nike Desis - Printmaking

Melinda Quinn - Fiber arts X

Winifred Bellefleur - Fiber arts X

Sherri Condon - Fiber arts

George Ryan - Coworking X

Stu Sharak

Luis Angel Garcias

X = not present

1. **Call to Order - 6:04 pm**
2. **Roll Call**
3. **Reading and approval of the minutes**
 - a. **Aly made the motion to accept the minutes**
4. **Action Items**
5. **Reports of Standing Committees - 5 minutes**
 - a. **Spark's Financial Report**
 - i. **Membership**
 1. \$2808.80
 2. 86 Members
 - a. A budget goal of 2 general members a Month
 - ii. **Classes**
 1. Income- \$732 Goal- \$1000
 - a. Screen Printing-\$250
 - b. Tesla Coil- \$210
 - c. Intermediate Sewing \$272
 - d. Off by \$268 but could be offset somewhat by \$129 from game night + extra \$96 from an extra seat in Int. Sewing Class
 - b. **Executive Director Report**
 - i. Member count 86
 - ii. AV station set up. **Used for 3 shoots.**
 - iii. Woodshop. **Three New leads!! Dan Flavin, Jonathan Roussin, Jake Kaeser**
 - iv. Tours. **Stu the tour guy has been doing a good job :-D**
 1. **2pm & 4pm on Saturdays need volunteers for giving tours to cover.**
 2. **Ask for volunteers at the next Member Meeting**
 - c. **Programming**
 - i. **Game Night at the Oasis**
 1. Success: The Goal was to make \$100 profit. We made \$129.
 2. Things to work on
 - a. The process of taking money for the game and handing out code
 - b. Bringing banner and Spark Material
 - c. Figure possible better format for payments.
 - d. Date for feb 26.
 - d. **Signage**
 - i. **Vic reported on the committee meeting. Sign sizes were determined . An information Email is forthcoming with possible sizes and next meeting date XXXXXXXXXXXX.**
 - e. **Membership Committee -**
 - i. First seasonal open house. Tentative for March 9th. The goal is to have a volunteer for each station that can talk about their station and do a bit of show

and tell for prospective members. We will need volunteers to give tours. The goal is to sign people up for a membership. Casey will do PR with interns.

1. Val made a motion to accept the March 9th date 12pm to 4pm.

Seconded by Sherri Passed unanimously.

2. Next membership committee meeting is feb 12.

- ii. Summer Melt - The date for the summer melt. Tentative for now. We have the following options. (Aug 10, Aug 17, Aug 24). Check with possible conflicts with the summer melt.

Event is focused on increasing number of members and will be an open house style but with ice cream.

Planning committee has its next meeting Feb 12.6-8

1. Create a Budget.

2. Check dates VS other local events.

f. Maker Faire

i. Application to be filled out by Aly for the maker fairs branding

ii. Budget needs to be drawn up.

iii. Meeting to be scheduled. (date xxxxxxxxxxxx)

6. Special Orders - 15 minutes

- a. **MOTION** was made by Kristin Harkness and passed by the Board to provide the above guidelines to the Member Advisory Council to develop a paid teacher class proposal.

Potential Direction / Parameters for Discussion

Cost of classes for members and non-members should be kept affordable

- i. Pay for classes should be set by Spark, not by each teacher
- ii. Individual Instruction must be balanced with member access to the workstations
- iii. Individual Instructors must be Spark members
- iv. Individual students who are not members must sign a waiver
- v. The board is OK with proposals which reduce Spark's per student hour revenue
- vi. Spark should never lose money on a class

- b. Teacher Compensation Proposal View Here:

<https://docs.google.com/document/d/1VvLz5Lza8K-6yx4eaYaE2BuP2cnyb5vqXMfn3f7zuJc/edit?usp=sharing>

- i. Sherri made a motion to accept the proposal and send it to the board. Second by Aly. Motion passed unanimously.

- c. Pay for the one-on-one tutelage Proposal **Tabled to the next meeting.**

- d. Request from Maple to form a Halloween Committee to produce a pumpkin carving/smashing fundraiser.

- i. Aly motions that a committee be formed and meeting scheduled and Maple be the chair. Vic seconds. Passed unanimously.

- e. Executive Director Agenda

- i. Having trouble getting volunteers

1. Volunteer Board- Leads please post projects. There is now a White board in hallway to clean workroom where leads can post things that need to be done.

- ii. Need wish list for grants. Please get the lists together for the fundraising committee.
 - iii. Certification sheets: Casey has developed certification sheets for each workstation. These will be posted in each station and filled in by the Leads. Casey will update the information monthly.
 - 1. Dan Flavin made a motion to accept having a certification system. Seconded by Ashby. Passed unanimously.
 - 2. https://docs.google.com/spreadsheets/d/1s1CURMa9I6zVwQh1p64rzhLIsv4ODc23yP382I2r1_M/edit#gid=0
- 7. **Unfinished Business and General Orders - 15 minutes**
 - a. Maker Kids - 1 Saturday a month. Team up with the Hygienic
 - i. This did not work out. Grant by the Hygienic was not applied for. Tabling this for now.
- 8. **New Business - 1 hour**
 - a. Patreon - fundraising proposal by Tonya and George. Discussed the scope of implementing this platform. A number of members are interested, but we have many commitments right now.
 - i. Ashby made a motion to table this for 6 months. Seconded by Mike M. Passed unanimously
- 9. **Announcements**
 - a. **Next meeting. Feb 26**
- 10. **Adjournment**

ACTION ITEMS

- Action Item:** John Scimone and Mike Molinari will put together a baseline survey for the next general membership meeting. **Active**
- Action Item:** George Ryan will investigate Adobe Suite software. ?
- Action item:** Casey and Vic will work on commercials for Spark. Closed
- Action Item:** Drew Gates to schedule maker faire meeting
- Action Item:** Casey to send out email from the Signage Committee