

Spark Member Council



Meeting Agenda /Minutes
December 3, 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
x Drew Gates - Electronics
Mike Molinari - Electronics
Valerie Gilson - Stained glass - Arrived 6:57PM, left immediately
x Robert Hatcher- Small metals
x Tim McGuire - Woodshop
x Aly Maderson-Quinlog - Printmaking
Nike Desis - Printmaking - Arrived at 6:14PM
x Melinda Quinn - Fiber arts
Winifred Bellefleur - Fiber arts
x Sherri Condon - Fiber arts
George Ryan - Coworking
John Davis
Casey Moran - Painting and Drawing
Stu Sharack

X = not present

I. Call to Order - 6:10 PM

II. Roll Call

III. Reading and approval of the minutes

Will be read through the course of this meeting, but will not be approved.

IV. Reports of Standing Committees - 5 minutes

a. Spark's Financial Report

October:

\$5544 income in October

\$430 income from education

\$8389 in expenses, which included an insurance payment

Membership income as of today is \$2946 per month

Not all finances for November are entered yet, but education income for November is \$775

75 total members

31 General, 32 working, 9 scholarships, 2 GCs, 1 lifetime member

\$12,700 in the bank with more deposits coming from our end-of-year fundraising activities

b. Programming

Have classes upcoming for stained glass, fiber arts, printmaking, and drawing.

Need regular classes from electronics, would like a demo from small metals.

We've noted that the skills-based classes have sold better than project-based classes.

c. Scholarships

Granted 9 scholarships to date.

We are waiting for responses from the Hispanic Alliance for 2 scholarships.

All scholarships have been awarded except woodworking.

V. Special Orders - 15 minutes

a. Signage for Spark Makerspace

Should we get a temporary sign up in the window? Cannot cover more than 30% of windows.

We need to get a design ready, determine what we need to do, what the design looks like, and wait until we have funds to execute.

Need to form a committee - possible chairs: George Ryan or John Curran?

MOTION by John Scimone to form the Signage for Spark Makerspace Committee, seconded by Vic Filepp. **VOTE:** unanimous

b. Makerfaire/Creatinova

Discussed timing of Creatinova/Maker Faire in spring. Timing is tight to get Maker Faire branding. Postpone to 2020?

Need to form a committee. Co-chairs: Aly, Drew, and Casey.

Need to get the application to **Make:** in the Spring to give us a year before we hold the event.

MOTION by Ashby Carlisle to postpone the Maker Faire to Spring 2020 and to form a committee, seconded by Winni. **VOTE:** unanimous

- c. Summer Melt / Membership Drive geared towards adults
Need to form a committee. The idea is to have a straight-up member drive where every workstation is active and having a fun activity.
Chair: Mike Molinari and Casey Moran
MOTION by George Ryan to form a committee to plan the Summer Melt chaired by Mike Molinari and Casey Moran for a member drive, seconded by John Scimone. **VOTE:** unanimous

- d. Maker Kids - 1 Saturday a month. Team up with the Hygienic
The Hygienic used to have the Artist Academy Junior and they would like to revamp it. As a free program, once a week for 8 weeks, there would be a 2 hour class for middle school kids. We would mix our making classes with the Hygienic's artistic classes. This was a Spring program in the past. Compensation details for teachers and Spark are pending. Is Spark interested in pursuing being a partner in this?
Feedback: weekends are preferred, teachers
MOTION by Ashby to table this while investigating this further. Seconded by Nike Desis. **VOTE:** unanimous

- e. Teaching at Brunches with the Social
Mixing the materials we use with food is not a great idea.
What about Jackbox at brunch? We should continue to pursue Jackbox at the Oasis monthly.
Action item: Casey and Vic will work on commercials for Spark.

VI. Unfinished Business and General Orders - 15 minutes

- a. 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 lead in question, 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.

In procedural form:

1. Executive Director meets with the lead. Executive Director will write up results of the meeting.
2. Executive Director will notify the Member Council via email if not corrected within 30 days of Step 1.
3. If issue is unresolved after 60 days from Step 1, the Executive Director will notify the Member Council that a vote will be held at the next Member Council meeting.
4. The Member Council vote to take action on the status of the lead must be held within 30 days from Step 3, expected to be in a Member Council meeting.

MOTION by John Scimone to approve the procedure for handling leads delinquent in their responsibilities, seconded by Mike Molinari. **VOTE:** unanimous

b. 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?

Mike has brought a spreadsheet showing his scheme for identifying member interest in workstations relative to the square footage that they take up.

Action Item: John Scimone and Mike Molinari will put together a baseline survey for the next general member meeting.

Action Item: George Ryan will investigate video editing software.

c. Leads & experts to offer private sessions with non-members and Members?
Need someone to write a proposal that clearly presents the plan for the Board.

VII. New Business - 1 hour

Next iteration of scholarship applications - We should have a scholarship meeting soon

Newsletter - Stu asked about whether we have a newsletter. Casey said that we have e-blasts that go out to our email list regularly. Stu brought up some information that members should know that he did not know, for example keys to lock and unlock the interior doors. Casey will work on ensuring more regular e-blasts with reminders for members about

Early access - **MOTION** by John Scimone to allow 6AM access to general members in good standing instead of the 10AM default access time. Seconded by Vic Filepp **VOTE:** unanimous

VIII. Announcements

The next Member Council meeting is January 29, 2019.

The next general member meeting is January 8, 2019.

IX. Adjournment - 8:00