

Spark Board Meeting Minutes



Board of Directors

January 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○ _____○ _____○ _____○ _____○ _____
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Minutes Taker: John Scimone

Call to Order at: 6:07PM

I. Review and Accept Meeting Minutes for December 5, 2019

[December 5th, 2018 Minutes](#)

MOTION was made by George Ryan to accept the meeting minutes from November.

Second by Ashby Carlisle. **VOTE: 6-0**

II. Agenda Review

III. Action Items

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

John Curran joined at 6:11PM

(Sample motion)

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

VOTE:

IV. Committees

Fundraising Committee Report:

- ~\$23,000 raised so far
- Grants update
 - Applied for Charter Oak grant
- Will meet twice in January and then monthly after that
- Goal for January is to lay out grant application calendar for the year
- Community Foundation grant application is due on January 15th.

Member Advisory Committee Report

- No meeting held

Scholarship Committee Report

- New scholarship issued via the Hispanic Alliance
- 9 scholarships issued to date

TRIP Report

- No update

Need to establish committees for events (Summer melt and Creatinova in 2020) and for front signage. Will be brought up at the general member meeting next week.

V. Budget Review

Membership:

- General Members: 32
- Working Members: 28
- Scholarship Members: 9

- Other (leads, board members, etc.): 16

Financials:

- Cash on hand: \$12,761.34
- Class income: \$885.00 for December
- Palmer Grant Funds: Exhausted
- Donations/fundraising:

Panoram Foundation Grant:

- Was awarded a \$500 grant
- Use \$500 surprise grant for Teacher Pay?

2019 Budget Review:

The budget as reviewed can be found here:

<https://drive.google.com/a/sparkmakerspace.org/file/d/11X8GOnFg2slzAeUwciEoCDFK95-D3QzN/view?usp=sharing>

MOTION was made by Mike Molinari to accept the 2019 Budget as presented.

Seconded by John Curran. **VOTE: 7-0**

At 7:29PM John Curran and Casey Moran recused themselves

Set 2019 Holidays for Staff

Holidays for Discussion:

The 10 2019 Federal Holidays are:

- Tuesday, January 1 (New Year's Day)
- Monday, January 21 (Birthday of Martin Luther King, Jr.)
- Monday, February 18 (Presidents Day)
- Monday, May 27 (Memorial Day)
- Thursday, July 4 (Independence Day)
- Monday, September 2 (Labor Day)
- Monday, October 14 (Indigenous Peoples Day)
- Monday, November 11 (Veterans Day)
- Thursday, November 28 (Thanksgiving Day)
- Wednesday, December 25 (Christmas Day)

Additional Potential Spark Holidays:

- Friday July 5th (Day after 4th of July)
- Friday November 29 (Day after Thanksgiving)
- Tuesday, December 24th (Christmas Eve)
- Tuesday, December 31st (New Year's Eve)
- The Employee's Birthday

Policy for discussion:

If a holiday falls on a day when an employee is not scheduled to work (e.g. on a Monday) the employee may take either the work day just prior to the holiday or the work day just after the holiday instead (e.g. Saturday or Tuesday). Notice of which day will be taken shall be given to the board chair 1 week (7 days) in advance. The chair may, at her/his discretion, accept a shorter notice period.

Policy for discussion:

Any holiday can be traded for a different day with the approval of the board chair. Request for a holiday trade shall be given to the board chair 1 week (7 days) in advance of the earlier date. The chair may, at her/his discretion, accept a request on shorter notice.

MOTION was made by John Scimone to accept 2019 vacation policy as presented. Seconded by George Ryan. **VOTE: 6-0**

- Set Vacation Policy for Staff

Policy for discussion:

After successful completion of 3 months of employment, full-time employees shall be entitled to 1.25 paid vacation days per month of employment. Paid vacation days shall accrue at the end of each month, including the first eligible partial month, if any. Example: Sally starts work at Spark on Jan 10th. On April 10th she begins to accrue paid vacation, and on April 30th she has accrued 1.25 days.

No more than 1 week (5 days) of paid vacation can be taken consecutively. The board may approve an exception to this policy with a majority vote.

No more than 1 week (5 days) of paid vacation can be taken in any month. The board may approve an exception to this policy with a majority vote.

Notice of plans to take more than 2 consecutive paid vacation days shall be given to the board chair 2 weeks (14 days) in advance. The chair may, at her/his discretion, accept a shorter notice period.

An employee may take up to 5 days of vacation early (before those days have been accrued) subject to the approval of the board chair. However, no employee may take days early which would accrue in a future calendar year.

No more than 5 days of unused paid vacation can be carried forward into 2020.

All vacation days shall be reported to the board chair who will record them in the board calendar.

MOTION was made by Mike Molinari to accept the above vacation policy. Seconded by Erica Andrews. **VOTE: 6-0**

- For discussion:
No employees are carrying any days into 2019.

At 7:54PM, the Board took a 9 minute break.

At 8:03PM John Curran and Casey Moran returned

VI. 501(c)3 Status Review

2017 Tax Return Amendment Status

- Done and pending mailing!

Form 1023 Status

Reviewed John Curran's questions with Kate Presto.

Additional questions and work is needed to wrap up loose ends.

MOTION was made by Kristin Harkness to plan on signing the completed 201c3 application by January 14th. Seconded by Mike Molinari. **VOTE: 7-0**

VII. Membership Meeting Report

Membership meetings are bi-monthly. The next meeting is scheduled for: Tuesday, January 8th.

VIII. Set Board Calendar for 2019

IX. Board of Directors

Dates for 2019 Board Meetings

The current schedule is monthly on the first Wednesday of the month, 6-8PM.

We can continue that, or choose a new standard date/time. Kristin and possibly George may be out of town on the February 6th. Kristin may be out of town on March 6th. In July the first Wednesday falls on the 3rd - folks may be out of town for the July 4th holiday. Do we want to consider choosing the second Wednesday of the month instead?

Many boards take one or two months off, often in August or December. Do we want to do this? If so, should it be ad-hoc or scheduled?

MOTION was made by Ashby Carlisle to meet on the first Wednesday of every month except for March which will be on March 13 and July which will be on July 10th. Seconded by John Curran. **VOTE: 7-0**

X. Status of the Woodshop

Casey and Kristin met with Jonathan, Jake, and Dan and they're excited about getting the woodshop to move forward as leads. Current members will be grandfathered in for free introductions to woodshop equipment. Going forward, certifications classes will be paid.

XI. Adjourn Meeting

MOTION by Kristin Harkness to adjourn. Seconded by George Ryan. **VOTE: 6-1**
Meeting adjourned at: 8:29PM

ACTION ITEMS

JOHN C

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JOHN S

- Connect with the Public Library of New London to discuss their requirements for youth programming for potential implementation at Spark. **EXTENDED. Casey contacted Maritza via Facebook and will meet with Kristin and Maritza.**

MIKE

- Work with Kristin to determine where the existing cameras feed to. Then identify a bill of materials needed. **EXTENDED. Ran a power cable to the camera system. Need to work with George to determine password?**

KRISTIN

- Lead the renegotiation of our next year's lease. **EXTENDED. Kristin has contacted George about getting a lease. George agreed to provide one, but has not yet. There is presently a verbal understanding that rent will stay the same and the Spark will no longer have the peripheral responsibilities. Will set a deadline of the end of January for getting a new lease from George. Also discussed the water bill that George Waterman emailed Kristin about. Our position is that the cost may be due a number of factors outside of Spark's perview.**
- Ping Hannah about donation/loan with parents.

CASEY

- With Member Advisory Committee and Leads, further develop safety information for each workstation. **EXTENDED. Created more signage for the various stations.**
- **Reinstate once monthly individual meetings with workstation leads.**

KRISTIN and GEORGE

- Work with Kate Presto to research how the loans *should* be classified to be legally and fiscally responsible for Spark. **CLOSED. Loans reclassified and the 2017 returns amended pending mailing.**

GEORGE

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LIST OF TABLED ACTION ITEMS

- Further explore options for partnership with Hispanic Alliance. **Casey sent a reminder to Frank from the Hispanic Alliance, but did not connect.**