

Spark Member Council



Member Council Agenda/Minutes
April 16, 2024
Expected time: 6-8pm

Member Council

Committee Chair: Chris Cooper and Casey Moran

Vice Chair: Ebbe Dahlor

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.
- Quorum of representation from at least 65% stations is required for proposals that go to the Board

Chairs:

- ~~Casey Moran~~
- ~~Ebbe Dahlor~~
- ~~Chris Cooper~~

Attendees:

Need 4 stations for quorum

	<input type="checkbox"/> Check if present. <input type="checkbox"/> Don't if not.
Staff	<input checked="" type="checkbox"/> Casey Moran
A/V and Coworking	<input type="checkbox"/> Vic Filepp
Electronics	<input type="checkbox"/> Drew Gates <input type="checkbox"/> John Scimone <input type="checkbox"/> Mike Molinari <input checked="" type="checkbox"/> Salem Sturm
Glass Arts	<input type="checkbox"/> Valerie Gilson
Woodshop	<input checked="" type="checkbox"/> Dan Flavin <input type="checkbox"/> Jake Kaeser <input checked="" type="checkbox"/> Kate Berrigan <input type="checkbox"/> Jonathan Roussin
Fiber Arts	<input checked="" type="checkbox"/> Sherri Gondon <input type="checkbox"/> Melinda Quinn <input checked="" type="checkbox"/> Teresa Grosse
Print Shop	<input type="checkbox"/> Nike Desis <input type="checkbox"/> Julie Garay <input type="checkbox"/> Michaela Abate <input type="checkbox"/> Natalie Grayson

Others Present: ~~Sarah Kuehnle~~ for printshop, Ellis F., Stu S.

1. Call to Order - Roll Call - 6:04 pm
2. Does anyone have anything to add to the new business? (at the bottom of minutes)
3. Role of this meeting
 - a. Please talk with other station leads from your area if you can't attend.
 - b. Please also read the minutes.
 - c. In the interest of time, segments will be limited

4. Reading and approval of the minutes: [2/20/2024](#)

MOTION: Dan F

SECONDED: Kate B

VOTE: 8 A1 N0

5. Treasurer Update. (Lead by Casey in Maple's absence)

- Cash on hand:
 - Union Street Account:\$100.02
 - Checking Account: \$ 47,108.05
 - Savings Account: \$67,574.08
 - PayPal Account: \$1,791.03

- Updates/Questions for Maple:

- What's the interest rate on Savings?

- If you have any questions about financials, email maple@sparkmakerspace.org.

1. Executive Director Report - Casey Moran

<https://www.sparkmakerspace.org/members-area>

Members: 120

- a. I cleaned up the membership list to more accurately reflect our membership, taking off any inactive honorary members
- b. New members this month: ()
 - i. 3 actual cancellations (not coming in often, moving, too busy)
 - ii. By Amount
 1. pay \$0 (29)
 2. pay \$10 (8)
 3. pay \$50 (2)
 4. pay \$30 (16)
 5. pay \$55 (46)
 6. pay \$65 (18)

7. pays 100 (1)

iii.

- Station Balance / Executive Projects Funds

Electronics	Fiber Arts	AV	Stained Glass	Woodshop	Printmaking	Coworking
\$445.01	\$68.38	\$1,398.50	\$0.00	\$1,784.12	\$337.38	375

Totals are current as of : 4/11/2024

- **Member/Community Boards**
- **Fundraising**
- **Interns**
- **Community Manager Search**
- **Grants-**
 - **4/2/2024 - Received notification of award -\$1500 Chamber Foundation-**
 - SparkStart Lab
 - ~~Tuesday, April 16, 10am Award Ceremony~~
 - Dominion Grant Submitted- Sliding scale/tools
 - \$7,500.00
 - Mystic Rotary Club Submitted- Sliding Scale
 - \$5000
 - Denied (but we can reapply in the fall!)
 - ~~Long Foundation 4/1/2024~~
 - Did not have capacity
 - Working with Alicia McAvay, RT + Ashby C on Strategy
 - **Grants Pending**
 - **CFECT** Asked 15K- PENDING
 - **F. L. Palmer Fund** Asked 75K- PENDING
 - Veolia Asked \$2600- PENDING
 - TD Charitable- \$10,000 Pending
 - Upcoming
 - Adobe - Deadline- 4/30/2024
 - The Charles B Allyn Foundation Inc. 4/24/2024
 - **Overall asking/plan to ask for \$129,600 in grant support by April End (Cross your fingers likelihood to receive ½ to ¾ of ask** (\$7,500 Dominion, \$5,000 MRC, \$15,000 CFECT, \$75,000 Palmer, \$2,600 Veolia, \$10,000 TD Charitable, \$10,000 Adobe. \$5,000 Charles B Allyn)

Marketing Committee (Casey, Vic, ...) -

- a. Please send pics you take around the space to Casey@sparkmakerspace.org or vic@sparkmakerspace.org or Marketing@sparkmakerspace.org or [Dropbox](#)
- **Education Committee (Casey, Maritza, John S, Drew G, ...)**
 - Navy- 14 sailors aged 18+looking for one day workshop
 - Safe Futures youth looking for class/collaboration

6. Action Items

- **Communicate Google Errors to Membership and Class Attendees! (Casey - OPEN)**
- **Inform class instructors and ask them to double check with their students (Kate - OPEN)**
- **Talk to George about liability issues within woodshop regarding non members (Casey - PENDING)**
- **Connect w casey on 3D printer instructions (make more easily available for certified members)**

7. Facilities Committee (Vic)

- Spring loaded door hinges are installed on the restroom doors to keep them out of traffic paths.
- List of known Facility projects is [here](#). If you see something you think belongs on the list please email [Facilities](#).
- Scheduling facility upkeep tasks and coordinating volunteers to assist with them.
 - Most Important:
 - Bathrooms (Clean and restock)
 - **Trash**
 - Sweeping /Mopping/Vacuuming
 - Kitchen area upkeep
 - Shovel/Salt
 - Cleaning the Doors/windows
- Please, please, please, take the time to keep the studios, lab, and shops clean

8. IT Committee (Drew G, John S, Vic, Salem)

- a. Video surveillance system parts have been mostly installed.
 - Last Camera installed
 - Working on computer for embroidery system
 - Frigate system and home assistant problems
 - Believe they have a solution

c. working on 5 year plan for computers at different stations

9. Stations

a. Check in:

- **Fiber Arts Studio (Sherri, Melinda, Teresa)**

Still requesting more lockers or cubbies be obtained.

- Still requesting guidance on loaning out sewing machines (Do we need members to sign a waiver? We can tag the loaners - take the machine, leave the tag. What do we need to move forward? Casey to set up a date to review documents George sent over with Sherri. Whatever Fiber Arts sets up, Woodshop may want to copy. Need to finalize

- Combined Certifications for General & Commercial into 1 session.
 - a. Certs for Grace Cutie quilting equipment (tickets open! MEMBERS ONLY)
 - b. Elli started doing quilting classes (more coming up)
 - c. Purchased new embroidery machine, with certs TBD (MEMBERS ONLY)
 - d. Had potluck with many volunteers interested in helping out
 - e. Project Dress A Girl - international charity for girls clothing, Charity Sew-ins are up and live, 4/28, 5/31, and 6/21 (Beginners welcome)

Attendance at Open Sew is generally strong but varies greatly - most nights 6-8 ppl
 Second Open Sew mid-day every other Tuesday is going well although attendance is light. Melin will continue holding these in 2024.

■ **Print Shop (Nike, Michaela, Julie, Natalie)**

- Had potluck, went well. Need more support for classes, easy certs
- Looking for artists to host classes, do skillshares for new classes
- NEW printing press soon! (Rolling press/Donating letter press)
- New woodblock class!
- Casey stretched screens, wants to teach others!
- New folks interested, need to connect and empower them (need to start open print night)
- Drawing Night and classes going well
 - a. Open Draw every other Wednesday
 - b. Community Critique Last Wed of the month (2D and 3D art accepted for critiques) Members can also “show and tell” without criticism if desired

■ **Woodshop (Dan, Jonathan, Kate, Jake)**

- Planer rules have been revised to reduce future damage to machine
- Classes ongoing. Certifications are now mostly public
 - a. CNC certifications are members only until demand is met.
- Shop reorganization ongoing
 - a. Plans for joiners benches are scheduled for spring/summer
- Community meeting (aka “potluck”) held 13 April 2024
 - a. Liability questions - how to address?
 Need to talk to George (added to action items)

■ **Stained Glass (Valerie)**

- New beginner-level class in development for wall-mounted propagation tubes. Dates to be announced next week.

- Chris Cooper and Ray Huber have designed and provided 3-D printed models of copper foil tape dispensers for the studio. They are being used in every class and are a real game changer! Thank you!
- Studio planning meeting (“potluck”) was productive and well attended. Will begin making demonstration videos to support cleaning and maintenance of studio grinders and other tools/equipt.
- Glass studio users receptive to joining Discord channel. Invite links were sent to potluck attendees and some have joined. I suggest we use bulletin board to promote our Discord with contact info of tech-support-capable members who are willing to help others join Discord. (Ellis Farmer and David Beers have offered.)
- Established a Wednesday night meetup 6-8pm. (Not public - members only at this time.) been going well, Val will occasionally do demos on machine maintenance
- A shout-out of thanks to members Marcelle and Marie who generously purchased and donated cases of toilet tissue and paper towels.
- Received a donation of various tools, supplies and art glass arranged and made possible by Sherri Condon. Thank you, Sherri!

■ **Electronics (Drew, John, Mike, Salem)**

- Electronics nights fluctuate between just a few attendees and a room-full
- Had potluck and it went well with some members volunteering
- New member! (Chuck)
- New 3d printers with certs TBD
- Mike is hosting 3D printing theory and design classes, separate from certs
- Sparks Starts Fab Lab (Tools that kids/beginners can be trained to use)

10. Old Business

Kent suggested a market/auction, this is duly noted under Griffon’s Community notes
 This could be indoors / outdoors, we can ask for street closures, etc. This must wait until we have a new Community Manager. (Plus interns!)
 These could be separate events, or some combination of both
 Revisit next meeting

11. New Business/ Board Report-out

- **Casey will send out previous minutes when the member council meeting email goes out. Minutes are always open for each meeting. Include last month’s minutes/agenda in the invites.**
- **Propose marketing to college students about short-term memberships (3 months is our current minimum)**
- **Casey is making a member’s handbook for general information and FAQs**

- Yard sale discussion (Spring Clean at Spark)

Yard Sale Concerns:

Members don't want people in the building, aren't sure what kind of stuff needs to be sold, leads need to decide what to get rid of, proposed to do FB marketplace or craigslist, decide who's who/responsible for items, perhaps forgo the yard sale idea. Kate proposed May 4th/5th (no free day) as the Big Dump Day

We need to prioritize items by value - trash and label, organize by station, take inventory. This could be done over the weeks leading up to the big dump. Start with a day for just trashing trash.

12. Announcements

Nothin new

13. Adjournment

- a. Motion to adjourn: made by Dan**
- b. Second: ebbe**
- c. Vote: 8**
- d. Meeting adjourned at: 7:52**