

Spark Member Council



Member Council Agenda/Minutes
October 18th, 2022

Member Council

Committee Chair: Willem Lefevre and Casey Moran

Vice Chair: Drew Gates

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~~
- ~~Willem Lefevre~~
- ~~Drew Gates~~

Attendees:

Need 6 stations for quorum

	<input checked="" type="checkbox"/> Check if here. <input type="checkbox"/> Don't if not.
A/V	<input checked="" type="checkbox"/> Vic Filepp
Small Metals	<input type="checkbox"/> Maritza Vargas
Electronics	<input checked="" type="checkbox"/> Drew Gates <input type="checkbox"/> John Scimone <input type="checkbox"/> Mike Molinari
Glass Arts	<input type="checkbox"/> Valerie Gilson
Woodshop	<input type="checkbox"/> Dan Flavin <input checked="" type="checkbox"/> Jake Kaeser <input type="checkbox"/> Jonathan Roussin
Fiber Arts	<input type="checkbox"/> Sherri Condon <input type="checkbox"/> Melinda Quinn <input checked="" type="checkbox"/> Teresa
Drawing	<input type="checkbox"/> Brad Sheridan
Print Shop	<input type="checkbox"/> Nike Desis <input type="checkbox"/> Julie <input type="checkbox"/> Michaela
Coworking	<input checked="" type="checkbox"/> George Ryan

Others Present:

1. **Call to Order - Roll Call - 6:08pm**
 - a. Meeting was not called to order as there was not quorum.
 - b. These are notes from the 10/18/22 meeting.
2. **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 in

Do not have quorum. Going through minutes for discussion only.

3. **Reading and approval of the minutes [8/23/2022](#)**

MOTION:

SECONDED:

VOTE: :

4. **Financials:**

- Cash on hand:
 - Union Street Account: \$100.02
 - Checking Account: \$72,657.72
 - Savings Account: \$67,532.32
 - (\$60k from Palmer for 2023 + \$7500 emergency funds)
- Updates:
 - September Financial Report:
 - [2022-09_Spark Makerspace Monthly Financial Reports - v2.pdf](#)
 - We are in a good financial position but still need to focus on fundraising.
- We have \$\$ from Palmer Foundation to hire an additional staff person. Roles/status of that position are still TBD.
 - Leaning toward support for membership.
- Still moving forward toward fiscal sustainability.
- If you have any questions about financials, email george@sparkmakerspace.org.

1. **Executive Director Report - Casey**

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

117 Members

29- \$0-1

9- \$10

21- \$30
58- \$55

1 Staff
6 Community Liaisons
22 Honorary/Leads
21 Working Members
58 General Members **<Most we've had since our peek at 225 State Street>**

Most members we've had since just before the pandemic!

Much of the drop-offs we've had have been working members. Hoping this will lead to more stable membership moving forward. Membership Committee will be discussing working members.

Action item: casey@sparkmakerspace.org and Drew Gates will determine if we can automatically expire access control cards. - **EXTENDED**.

- Station Budgets/ Executive Projects Funds

Electronics	Fiber Arts	AV	Stained Glass	Woodshop	Printing	Drawing Painting	Coworking
\$143.95	\$761.53	\$1,398.50	\$0.00	\$138.13	\$40.30	\$375.00	\$375.00

- **Standardization initiative-** Excellent Job
 - a) Still need videos for electronics & Woodshop

Please direct members to <https://www.sparkmakerspace.org/members-area> to answer many of their questions.

II. **Goth Prom-** **Updates** Friday October 28th (8pm-12am)

- **Call for Volunteers NEED VOLUNTEERS**
 - a) **Link to Spreadsheet [HERE](#)**
 - (1) **ONLY 4 people have signed up**
 - Tell all of your friends - [tickets on Eventbrite](#) or at the door.
 - Costume contests

5. **Street Team**

a.

6. **Safety & Security**

a. Open floor for questions/comment.

7. **Action Items- See below**

-

8. **Signup days**

- Signup days **needs tour guides** (Saturdays 1-3pm)
 - Casey is actively looking for Saturday volunteers.
- Need tour guides

- If you know a member who is looking for a volunteer opportunity, this is a good one

9. Fundraising Committee - 4:00 pm wednesdays virtual (except in-person on first Wed. of month)

- Looking into Community Investment Fund grant
 - Waiting for availability with Rick Staub to determine scope/cost. Looking at the building as a whole.
- Working on a basic proposal to discuss with the state.
- George working on stats.
- Year-End Annual Appeal is coming up soon (starts Nov.)
 - Keep an eye out. Tell all of your friends/family.
- Please share Spark's fundraising/messaging on your social media.
- Forms are at the front desk or [print your own](#).
- Donations don't have to be checks. You can Pay Pal.

10. Membership Committee

- Next Meeting- 10/26@5pm.
- Membership committee waiting to move on working members until after board retreat in Nov.
- Expressions has a new artist - Fede - from Honduras.
- Inclusion

11. Education Committee (Maritza, John S, Drew G, ...)

- Homeschooling
- Lots of new classes on the schedule - Origami (Ben P.) and Screenprinting (Nat G)!
- Encourage members to submit classes!
- Next meeting Wednesday 6/19 @ 6pm

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

- Richard Selden is writing an article on Spark and the Homeschooling program. Keep an eye on the Day for it.
- Promote goth prom

13. Facilities Committee (Vic)

- List of known Facility projects is [here](#). If you see something you think belongs on the list please email [me \(Vic\)](#).
- Accessibility is being assessed. [EXTENDED]
 - This has been extended for review by the architect when Phase II is discussed.
- Landscaping work along the southwest side of the building is complete. Waiting for a heavy rain to determine the extent of remediation.
- Plastic sheeting needs to be replaced in the stairway to prevent heat loss.
 - Building a temporary wall was suggested by Dan. This would be a much better alternative (especially if insulated), but is beyond my skill set.
- We are waiting for a quote from our painter for scraping and painting of the 2nd floor fire escape.
 - Some items need to be added to the fire escape structure to bring it into compliance.
 - See [structural engineer's report](#) for details.

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

- a. First meeting was on 10/14. Next meeting 11/11 at 6pm (virtual)
 - [10.14 minutes here.](#)
 - Meetings open to all Spark members.

15. Stations

a. Check in:

- **Fiber Arts Studio (Sherri, Melinda, Teresa)**
 -
- **Print Shop (Nike)**
 - Open shop for members has been happening. Really like having changed to **Monday nights** to coincide with the community that attends Open Sew.
 - A New member is teaching this week's intro class YAYAYYYYYYYY! Thank you Nat.
 - The intro class is extra full and everyone this round is very into printmaking; already asking about lino, mono and intermediate classes. I guess we gotta schedule something. Nike is not doing well, will probably be taking time off in November.
 - A few new members have been certified.
 - Homeschooling is going to be cool, it's been nice working with Ben and Ashby and Val towards this new effort.
 - We did an average job for a large run of tshirts for spark's lawyer (local soccer league, ALS Championship). Always something to learn with outside jobs and using volunteer labor....
 -
- **Woodshop (Dan, Jonathan, Jake)**
 - First lathe cert coming up!
- **Stained Glass**
 - 3 homeschool students, progressing well. Report that they are enjoying it and learning a lot.
 - Classes continue to be well attended/sold out. Waitlist function on Eventbrite was initiated by Casey and anticipate it will be very helpful.
 - Wednesday night open studio averaging 1-3 people coming in. Actively looking for a volunteer assistant during open studio time and classes.
 - Completed converting baking rack to project storage rack with 20 additional shelves.
 - Reminder: children must be supervised at all times inside the building.
- **Electronics**
 - First Electronics Cert happened on Saturday!
 - Electronics Night has been well attended!
 - Working to establish a more formal partnership with SECTRobotics.

16. Old Business

- a. Dewalt - casey@sparkmakerspace.org will poke Dan.
- b. Member-to-Member Communications - EXTEND

17. New Business

- a. **Adjust quorum count based on currently active stations.**
 - Discussed removing 1 from the quorum count.
 - Discussed means of getting more members to member council.
 -
- b. Val requests that Board prioritize establishing a 3-month minimum membership policy. If approved, provide a written "script" that leads and Casey can use to provide a consistent response when asked about it.
- c. ***Reminder for leads at Member Council meetings***

18. Announcements

- a. GOTH PROM! See above! Tell all your friends! Don't miss it!

19. Adjournment

- a. **Motion to adjourn:**
- b. **Second:**
- c. **Vote:**
- d. **Meeting adjourned at:**