

# Spark Member Council



Member Council Agenda/Minutes  
December 19th, 2023

## **Member Council**

**Committee Chair: Michael Molinari and Casey Moran**

**Vice Chair: TBD**

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~~
- Mike Molinari
- Chris Cooper

**Attendees:**

Need 6 stations for quorum

	<input type="checkbox"/> Check if present. <input type="checkbox"/> Don't if not.
Staff	<input checked="" type="checkbox"/> Casey Moran <input checked="" type="checkbox"/> <del>Griffon Jones</del>
AV	<input checked="" type="checkbox"/> Vic Filepp
Small Metals	<input type="checkbox"/> Maritza Vargas
Electronics	<input checked="" type="checkbox"/> <del>Drew Gates</del> <input type="checkbox"/> John Scimone <input checked="" type="checkbox"/> Mike Molinari <input checked="" type="checkbox"/> Salem Sturm
Glass Arts	<input checked="" type="checkbox"/> <del>Valerie Gilson</del>
Woodshop	<input type="checkbox"/> Dan Flavin <input checked="" type="checkbox"/> Jake Kaeser <input checked="" type="checkbox"/> Kate Berrigan <input checked="" type="checkbox"/> Jonathan Roussin
Fiber Arts	<input checked="" type="checkbox"/> <del>Sherri Gendon</del> <input type="checkbox"/> Melinda Quinn <input type="checkbox"/> Teresa Crosse
Drawing	<input type="checkbox"/> Brad Sheridan
Print Shop	<input type="checkbox"/> Nike Desis <input type="checkbox"/> Julie Garay <input type="checkbox"/> Michaela Abate <input type="checkbox"/> Natalie Grayson
Coworking	<input type="checkbox"/> George Ryan

Others Present:

1. **Call to Order - Roll Call - 6:08**
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**
3. **Reading and approval of the minutes [10/24/2023](#)**

**MOTION:**  
**SECONDED:**  
**VOTE:**
4. **Treasurer Update.**
  - **Cash on hand:**
    - Union Street Account: \$100.02
    - Checking Account: \$56,153.06
    - Savings Account: \$67,562.77
    - PayPal Account: \$729.94
  - **Updates:**
    -
  - **If you have any questions about financials, email [maple@sparkmakerspace.org](mailto:maple@sparkmakerspace.org).**
1. **Executive Director and Community Manager's Report - [griffon@sparkmakerspace.org](mailto:griffon@sparkmakerspace.org)**

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

  - **Members: 132**
    - **By Amount**
      - 31 at \$0 (leads and others)
      - 12 at \$10 (need-based scholarship)
      - 16 at \$30 (working members)
      - 54 at \$55 (older members)
      - 12 at \$65 (new members)
      - 2 at \$50 (Dual Membership)
      - 1 at 85 (2 Members)

- November and December sign-ups:
  - Langston
  - Kent
  - Sarah
  - Adam
  - Jeff
  - Rob
- November & December Losses
  - Lost two members
  - 5 members pending (cc errors)
    - Note: Many from last time, may end membership if can not be reached by/after New Year.
- Station Budgets/ Executive Projects Funds

Electronics	Fiber Arts	AV	Stained Glass	Woodshop	Print making	Coworking
708.77	822.40	1,398.50	0	676.62	139.38	375

Totals are current as of : 12/7/2023

- Strategic Planning Session with Nike
  - Casey, Griffon and Nike met to discuss the future of the print shop moving into 2023. This talk explored creative ideas for the print shop curriculum with an emphasis on what Nike would be interested in teaching in tandem with the wants and needs of Spark.. This was also a meeting to help identify individuals who show promise and interest in shifting into leadership roles within in print shop.
  - Leads: is this something you think could work, and benefit your respective areas?
- REMINDER- Next Month's Member Social we vote on our next Board Member Representative

**5. Gala- Huge success! Reached our goal of 10k!**  
**a. Special Thank you to Sherri and Teresa**

**6. Action Items**

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**7. Fundraising Committee - 4:00 pm Wednesdays virtual (except in-person on first Wed. of month)**

**Grants Pipeline**

- CFECT Grant- Community Partners Reporting (January report Due)
- November 15th- Palmer-
  - Submitted
- Stanley- Declined

## **8. Community Manager**

### **a. Overview**

- Tours, Sign-Ups, and Memberships
  - Tours are off and on. Some days there are too many for me to physically sign people up, other days there aren't any. Many who have toured have expressed intentions to sign up after the holidays. I will be contacting them soon after the holiday season.
- Game Night
  - Game night on December 2nd was a huge success!
  - Next to be scheduled for end of February
- Skill Share
  - Outreach to local artists interested in putting on a skill share. One, a fiber artist dedicated to crocheting has expressed an interest in doing so. To be scheduled for the end of February.
  - If any members would like to put on a skill share please email Griffon!
- Discord
  - Up and running. New Members are given the invitation link and most join.
  - It is slowly becoming more and more active
  - Join if you haven't to keep in the loop and up to date on events and classes.
- Small Metals
  - A Decision now needs to be made on attempts to activate the space or store the tools for now.
    - a. Reminder: true activation of space means that it is self-sustaining, runs classes, and has a lead to keep up with the workstation.
- Cubbies/Storage
  - To be ordered. Need to take measurements for the space and order the cubbies. Apologies, this has fallen off my plate the last week or so. Will be completed ASAP.
- 

## **9. Education Committee (Casey, Maritza, John S, Drew G, ...)**

- a. Meeting in the new years
- b. Gift Certificates
- c. Quarterly
- d. Valentine's Day programming opportunities
  - Start thinking about workshop/skillshare/engagement- gift giving event
  - Print shop to do a class, making a card, details to come

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

- a. Please send pics you take around the space to [Casey@sparkmakerspace.org](mailto:Casey@sparkmakerspace.org) or [vic@sparkmakerspace.org](mailto:vic@sparkmakerspace.org) or [Marketing@sparkmakerspace.org](mailto:Marketing@sparkmakerspace.org) or [Dropbox](#)

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## 11. Facilities Committee (Vic)

- Opening in the gable end at the back of the building
  - Need to close and seal
  - No current progress
- Fire Escape
  - We have a power washer, which is primarily for screen cleaning in the Print Shop, but will serve other purposes, including initial rust removal on the fire escape
    - a. I am no longer hopeful that this can be a volunteer project
    - b. There are practical and safety elements that mitigate against volunteer completion of this project
- b. List of known Facility projects is [here](#). If you see something you think belongs on the list please email [Facilities](#).
- c. Facilities
  - After the great breaker disruption of '23, I discovered that all the outlets and lighting in the basement are on one 15 amp breaker. Not a big deal, unless there is a heavy load, normally there isn't. To separate the server rack from this potential problem I pulled back the cable from the circuit that had been feeding the, now non-existent, boiler under Electronics. How great, there is now a dedicated circuit for the server rack, and whatever other IT stuff could be plugged into it. Sadly that was not to be. As in most old buildings things get complicated. Turns out there is an outlet in Electronics, and one in Fiber, also on that circuit, and the newly installed box has no power. Added to the list.
  - Scheduling facility upkeep tasks and coordinating volunteers to assist with them.
  - Most Important:
    - Bathrooms (Clean and restock)
    - **Trash**
    - Sweeping /Mopping/Vacuuming
    - Kitchen area upkeep
    - Trash
    - Shovel/Salt
    - Cleaning the Doors/windows
  - Installation of security cameras will be covered by IT committee
  - FYI: [Master project list](#)
    - If there is something you think should be added please [email](#)

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

- a. Video surveillance system parts have been mostly installed.
  - Cameras are not all connected yet
  - Cameras detect motion and then captures the video

- b. We've hit a connectivity snag - working to solve it.
  - Having wiring issues; options under consideration for resolution of ongoing difficulties. Next attempt ECD: 26 Oct 2023

### 13. Stations

#### a. Check in:

- **Fiber Arts Studio (Sherri, Melinda, Teresa) sherri1000@hotmail.com  
sewcrazy06378@gmail.com**

- 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.
- Thank you Teresa for the full length mirror for fiber studio and Thank you Vic for putting it up (it's behind the door)
- Piloting combining Certifications for General & Commercial into 1 session instead of 2. Scheduled through the middle of 2024 (1 of each per month).
- Working on class ideas and cultivating more teachers. To be discussed at the next strategy session.
- Attendance at Open Sew is generally strong but varies greatly - most nights 6-8 ppl
  - a. 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, Natalie) nike.desis@gmail.com  
nataliegrayson3@gmail.com**

- Next Cert is Dec 27 and just emailed Casey about Feb dates-nd
- Next Intro Class is Jan 15 and 22-nd
- Potential Valentines Card Printing thing on Feb 9/10, a Friday/Sat Night-nd
- Did some research about why little specks of emulsion aren't washing away completely, even with the power washer. It's frustrating. Will be adding a degreaser/haze remover combo product to the reclaiming process, but am sad to bc those products are harsh chemicals and we used to do just fine without them! -nd
- Casey is encouraging a new direction of programming, but I am not really able to offer new energy. Programs and community building activities used to be fun and easy for me to prepare and host and to commit to... but I'm tapped out. I agree that there are so many program avenues for so many types of audiences with a lot of great potential, I am just not the one to be responsible for initiating or following through. I am barely motivated to maintain many of the shop's basic functionalities. -nd
- Possible Print Shop Potluck in Jan, (Jan 26?) to identify/empower/support other folks to teach whatever they are



comfortable with and to maybe try to establish some structure for others to be motivated to help maintain the facility. -nd

- Drawing- Jan- April! Wednesdays 6-8
  - a. Open Draw
  - b. Drawing Class
  - c. Community Critique
  
- **Woodshop (Dan, Jonathan, Kate, Jake)**
  - Scheduling classes for 2024 to include some public cert classes
    - a. Migrating from long cert classes (10 hours for general cert) to smaller groups of tools
    - b. Lathe and CNC to remain member only for the next couple months
  - Homeschooling class was a success this fall - hoping to offer again in the spring- 2 participants (14 and 17 years old)
  - Shop reorganization ongoing
    - a. Third midi lathe is up and running
    - b. Set up new dust collection system
    - c. Built a hot-work bench for the kiln to support potential tool making classes
    - d. Will be working on jointers benches in the new year for hand tool classes
  - Request disposition on small metals future
    - a. Possible date for opening or for work party to store the equipment upstairs requested
  
- **Stained Glass (Valerie)**
  - 5 of 6 scheduled classes ran in November. 5 of 6 scheduled classes will have run in December.
  - The studio offered 2 holiday-themed workshops that were sold out and quite successful. Multiple inquiries were received about classes for private groups.
  - This month, 3 new members were certified to use the glass studio. Additional member cert class dates have been scheduled for the next 6 months.
  - Planning Valentine-themed class to be submitted to Casey ASAP.
  - 2 students for homeschool (14 and 16 years old)
  
- **Electronics (Drew, John, Mike, Salem)**
  - Electronics nights fluctuate between just a few attendees and a room-full
  - Mike taught 3D printed cookie cutter class
  - Next 3d printing cert TBD
  - Next soldering cert class every third Saturday
  - New classes in the works.
  - Griffon passes on a request to clean and update the window display

## 14. Old Business

**15. New Business**

- a. **Shutter small metals and disperse/store tools.**

**MOTION: Jonathan Roussin**

**SECONDED: Valerie Gillson**

**VOTE: Unanimous among present members (Need one more station rep for quorum)**

**We recognize this list of stations as the list of active recognized stations:**

- **Electronics and Technology Lab**
- **Stained Glass Studio**
- **Fiber Arts Studio**
- **Woodshop**
- **Print shop**
- **Coworking/AV**

- b. **MOTION: Sherri Condon**

**SECONDED: Salem Sturm**

**VOTE: Unanimous among present members (Need one more station rep for quorum)**

**16. Announcements**

- a. **Member social coming up in January. Please put in your name if interested in becoming the new member rep. All you have to do is run unopposed and you will make it.**

**17. Adjournment**

- a. **Motion to adjourn: John**  
b. **Second: Drew**  
c. **Vote: Unanimous**  
d. **Meeting adjourned at: 7:38pm**