

# Board Meeting Minutes

Kwartzlab Society Inc.\*

2010-02-10

**Meeting #** 25

**Location** KwartzLab Society Inc., Unit 106, 283 Duke Street West, Kitchener ON

**Date** February 10, 2010, 1930 EST

**Distribution** To all Kwartzlab Society Inc. Board Members

---

## Directors

**Present** Alexandra Dysinski, Ben Brown, Cedric Puddy, Darin White, Eric Gerlach, Robert Gissing, Stephanie Smith

**Arrived Late**

**Absent**

**Quorum** Yes (7/7)

## Others

**Kwartzlab Society Members** Alex Williams, Jessica Clayman

---

These minutes are considered complete and correct. Please advise the Secretary ([secretary@kwartzlab.ca](mailto:secretary@kwartzlab.ca)) of any errors or omissions. Otherwise, these minutes will be considered an accurate record of the discussions.

---

\*Recorded by Stephanie Smith, Secretary



# PROCEEDINGS

## 1 Call to order

The President Eric Gerlach acted as Chair for the meeting, and called the meeting to order at 1938 EST. The Secretary, Stephanie Smith, recorded the minutes. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

## 2 Approval of the Agenda

The agenda was presented by the President, and approved by the general consensus of the Board.

## 3 Report from the Treasurer

The Treasurer, Ben Brown, presented the Board with a current financial report. There were no note-worthy items on this report, and it was accepted by the general consensus of the Board. See attached Appendix A.

## 4 Old Business

### 4.1 Website

#### 4.1.1 Update for action 13.2 on Ben Brown: convert website design to drupal template

The Board agreed by general consensus that Ben could make any necessary changes to the front page content without waiting on input from Katrina Somers.

### 4.2 Lease contract for borrowing member equipment

#### 4.2.1 Update for action 17.1 on Eric Gerlach: Post draft of lease agreement to members list asking for comment

Outstanding.

The Board acknowledged that as lease arrangements will be approved on a case-by-case basis, nothing needs to be formally approved as far as the boiler plate document goes. However, we would still like the membership to be aware of what the boiler plate document looks like. To this end, although the we would like to have the draft posted to the members' list, no business is currently being held up.

### 4.3 Health & Safety Committee

#### 4.3.1 Update on action 22.1 on Stephanie Smith: post reminder Board & Members to review draft Health & Safety policy

Completed: Stephanie Smith reported to the Board that a last call to review the Health & Safety draft policies was posted to the members' list on February 5, 2010.

#### 4.3.2 Update on action 22.3 on Eric Gerlach: bring in his cell phone & activate it.

Outstanding: Eric Gerlach reported to the Board that he has brought his cell phone and its charger into the lab. The cell phone still needs to be activated.

#### **4.3.3 Health & Safety Policy**

See attached Appendix B.

**Motion** *Be it resolved that the Board accepts the Health & Safety Policy, as drafted, allowing for edits which do not materially change the policy.*

**So moved by** Eric Gerlach

**Seconded by** Alexandra Dysinski

**In Favour** 7

**Opposed** 0

**Abstained** 0

Motion Carries

#### **4.4 Workroom Floor**

##### **4.4.1 Update on action 24.1 on Robert Gissing: get second quote on epoxy paint.**

Completed: Robert Gissing presented the Board with an update regarding workroom floor repair solutions. Epoxy paint cannot be applied to wood floors. However, Home Hardware sells an acrylic floor paint, which will probably meet our needs. The paint sells for \$34/gallon/400sqf, and we will probably need 4 gallons to cover the workroom floor.

The Board continued discussing whether or not this was a space improvement which needed to be done now, or if it could be postponed until Fall 2010. There was question over whether this was primarily an aesthetic issue, or if permanent damage is being done to the floor.

#### **4.5 Trillium Grants**

No update.

#### **4.6 Membership Vetting Procedures**

##### **4.6.1 Update for action 21.2 on Robert Gissing: write up a proposed motion for new member approvals, and post to BOD for discussion**

No update.

#### **4.7 Space Expansion**

##### **4.7.1 Update for action 21.3 on Robert Gissing & Ben Brown: start talking with Kapley regarding that unit.**

Outstanding: Ben Brown reported to the Board that he and Robert Gissing will be meeting with Kapley in the following week.

#### **4.8 Signage**

Ben Brown reported to the Board that he is obtaining quotes to have the sign cut out of metal. He's looking at industrial grade, dark steel which will need to be painted, and is hoping to be able to get it done for just the cost of materials.

## 4.9 Ubuntu Global Jam

No Update

## 4.10 Member Meeting

### 4.10.1 Update on action 24.2 on Eric Gerlach: post to members that we'll be holding a members meeting on the 17th.

Completed: Eric Gerlach reported to the Board that an announcement had been posted to the members' list on February 4, 2010.

The Board discussed feedback that's been provided regarding the meeting agenda – some members have indicated that they won't be coming, because they are not interested in the procedural items. If motivation and visioning is our main goal for the meeting, and we can't motivate we members to come out to talk about them, then we've all ready failed. It was proposed that the agenda be modified to focus on visioning, and make the procedural items optional.

#### Action

	WHO	WHAT	WHEN
25.1	Eric Gerlach	post to list stating our intent to change the agenda at the meeting – move vision to the top, and only talk about the rest if people are interested.	

## 5 New Business

### 5.1 New Equipment Acquisitions

#### 5.1.1 The Knight Kiln

Darin White presented the Board with Cathy Farwell's generous offer to donate a Knight Kiln to KwartzLab Society Inc.

The Board discussed the value that the kiln would bring to the lab and our membership. This is a "red sticker" item, however, and training will be required. We don't currently have anybody in-house who has "expert knowledge" on using and maintaining a kiln, so we will need to arrange outside training.

The Board further discussed space considerations for the kiln, and whether or not the kitchen would be an appropriate location for it. Cathy has said that we can postpone physically accepting it until our space issues are resolved.

**Motion** *Be it resolved that the Board accept the donation of the Knight Kiln, with a planned installation of June, 2010.*

**So moved by** Darin White

**Seconded by** Ben Brown

**In Favour** 7

**Opposed** 0

**Abstained** 0

Motion Carries

### 5.1.2 Industrial Sewing Machine

**Motion** *Be it resolved that the Board agreeing to lease an Industrial Sewing Machine from Alexandra Dysinski, under the terms of the draft lease.*

**So moved by** Stephanie Smith

**Seconded by** Darin White

**In Favour** 5

**Opposed** 0

**Abstained** Alexandra Dysinski & Eric Gerlach

Motion Carries/Fails.

### 5.1.3 Radial Arm Saw

**Motion** *Be it resolved that we get that radial arm saw in here for meat cutting*

**So moved by** Robert Gissing

**Seconded by** Ben Brown

**Discussion** Although we are not a licensed facility for cutting meat, Alex does like meat.

**In Favour** 2

**Opposed** 5

**Abstained** 0

Motion Fails

**Motion** *Be it resolved that we bring the radial saw arm in, under the terms of the draft lease agreement, and that it is to be operated under the terms of our health & safety policies*

**So moved by** Cedric Puddy

**Seconded by** Darin White

**Discussion** Robert Gissing says butchering is classified as a “making things”.

**In Favour** 6

**Opposed** 1

**Abstained** 0

Motion Carries

## 6 Action Item Review

### Action

	WHO	WHAT	WHEN
13.2	Ben Brown	convert website design to drupal template	
17.1	Eric Gerlach	Post draft of lease agreement to members list asking for comment	
21.3	Robert Gissing & Ben Brown	start talking with Kapley regarding that unit.	
22.3	Eric Gerlach	bring in his cell phone & activate it	
25.1	Eric Gerlach	post to list stating our intent to change the agenda at the meeting – move vision to the top, and only talk about the rest if people are interested.	

## 7 Adjournment

The Board meeting was adjourned at 2033 EST.

**So moved by** Stephanie Smith

**Seconded by** Cedric Puddy

**In Favour** 6

**Opposed** 1

**Abstained** 0

### Kwartzlab Operating Budget - February 2010

<b>Income</b>			
	<b>Budget</b>	<b>Actual</b>	<b>Remainder</b>
33 # Members	\$1,650.00	\$1,650.00	
10 # Using Paypal			
<b>Total Income</b>	<b>\$1,650.00</b>	<b>\$1,650.00</b>	
<b>Fixed Expenses</b>			
	<b>Budget</b>	<b>Actual</b>	<b>Remainder</b>
Rent & Utilities	\$900.00	\$900.00	\$0.00
DOLI & Liability	\$155.00	\$155.00	\$0.00
Banking Fees	\$5.00	\$5.00	\$0.00
Internet Access	\$50.00	\$50.00	\$0.00
<b>Variable Expenses</b>			
	<b>Budget</b>	<b>Actual</b>	<b>Remainder</b>
Supplies (1)	\$30.00	\$0.00	\$30.00
Misc (2)	\$150.00	\$0.00	\$150.00
Paypal Fees (4)	\$18.20	\$0.00	\$18.20
Promotional Expenses (7)	\$30.00	\$0.00	\$30.00
<b>Total Expenses</b>	<b>\$1,338.20</b>	<b>\$1,110.00</b>	<b>\$228.20</b>
<b>Fund Contributions &amp; Expenditures</b>			
	<b>Budget</b>	<b>Actual</b>	<b>Remainder</b>
Tool Fund (5)	\$75.00	\$0.00	\$75.00
Emergency Fund (6)	\$186.80	\$0.00	\$186.80
<b>Total Fund Contribs</b>	<b>\$261.80</b>	<b>\$0.00</b>	<b>\$261.80</b>
<b>NET INCOME</b>	<b>\$50.00</b>	<b>\$540.00</b>	







[View Accounts](#)  
**Account Activity**

[Help](#)

[Print this page](#)

[Make a Stop Payment](#)

BUSINESS - CHEQUING - 5209204 \$4,953.05 [OK](#)

Last 31 Days

Balance Date: Feb 10, 2010

**Bottom**

<a href="#">▼ Date</a>	<a href="#">Description</a>	<a href="#">Debit</a>	<a href="#">Credit</a>	<a href="#">Balance</a>
Feb 10, 2010	DEPOSIT		987.50	\$4,953.05
Feb 08, 2010	CHQ#00037-0600228042 <a href="#">View Cheque</a>	531.08		\$3,965.55
Feb 04, 2010	PAYPAL MSP		506.80	\$4,496.63
Feb 04, 2010	EMAIL TFR C2U4zu90		52.50	\$3,989.83
Jan 29, 2010	COMM PLUS FEE	4.95		\$3,937.33
Jan 27, 2010	EMAIL TFR C2ioQ6HF		52.50	\$3,942.28
Jan 26, 2010	EMAIL TFR C2Ue0KrD		52.50	\$3,889.78
Jan 25, 2010	PTS FRM: 38233125267		52.50	\$3,837.28
Jan 19, 2010	CHQ#00036-0200136185 <a href="#">View Cheque</a>	945.00		\$3,784.78
Jan 15, 2010	PAYPAL MSP		506.80	\$4,729.78
Jan 14, 2010	AVIVA INS	161.87		\$4,222.98
Jan 13, 2010	RTD CHQ SERVICE CHRG	5.00		\$4,384.85
Jan 13, 2010	RETURNED CHEQUE	52.50		\$4,389.85
<b>Total:</b>		<b>\$1,700.40</b>	<b>\$2,211.10</b>	

<a href="#">▼ Date</a>	<a href="#">Description</a>	<a href="#">Debit</a>	<a href="#">Credit</a>	<a href="#">Balance</a>
<a href="#">Top</a>	<a href="#">About This Statement - Feb 10, 2010</a> <a href="#">Customize Account Activity</a>			

[Download](#) to: [Select Download Format](#)

All transactions to the close of the previous BUSINESS day will be downloaded.

[Information about supported versions of software for downloads.](#)

[Print this page](#)

(Printed: 02/10/2010 18:29:00 ET)

## Kwartzlab Society Inc Health & Safety Policy

[View](#)[Edit](#)[Outline](#)

Policy 1 section a  
Kwartzlab Society Inc Health & Safety Policy

It is our goal to provide a safe environment for our Members, Visitors and our Guests. We use current Ontario legislature as a guide to empower our Members to create a place where we can create, make and present safely.

### 1a) Due Diligence

1. We provide tools, training, handling guides and Personal Protective Equipment (PPE) requirements. We provide information on our Health & Safety policies and procedures through a notice board (located in the kitchen), various signage, training, flyers and other modes of communication.
2. We set policies to protect our members by a volunteer Health & Safety Committee made of Representatives from the Board of Directors and our regular Members. This Committee keeps track of tools, trainers, PPE, trained operators, First Aid, Fire Extinguishers, etc., anything related to Health & Safety. If there are any questions, we urge our Members to ask our Health & Safety Representatives Robert Gus Gissing (Board Rep) and Jessica Clayman (Member Rep).
3. We organize a routine to keep the space clean, functional and in safe working order. Our Members are dedicated to sharing this otherwise daunting task by signing up for and completing cleaning/maintenance duties or by performing tasks assigned to

them by the Board of Directors.

4. The Society expects accountability of all our Members by enforcing a code based on Due Diligence. It is up to every Member to be involved in maintaining safety at the lab by acting in accordance with the policies the lab creates, teaches, enforces and tracks. We expect procedures will be followed to ensure the safety of all using the space.
5. If ever a Member is found to be acting against Common Sense in relation to Health & Safety policy, a Representative of the Health & Safety Committee or a Board Member must be made aware of it immediately. Irresponsible behaviour can result in disciplinary action and/or removal from the Society.

## Kwartzlab Society Inc Training/Equipment Policy

[View](#)[Edit](#)[Outline](#)

Health & Safety Policy 2 Sections a-c  
Kwartzlab Society Inc  
Training/Equipment Policy

We recognize the lab will change as we bring in new members and new tools. This policy is created with that in mind.

### 2a) Categories

1. Before equipment can be brought into the lab, it has to meet with the Board of Directors' approval. The Board has assigned the Health & Safety Committee to categorize equipment as Green (safe with minimal training/supervision) or Red (can only be operated with training/PPE).
2. The Health & Safety Committee is also tasked with creating a list of all tools/equipment on site that fall into the Red category drawing from the master list of tools/equipment compiled by the Tool Committee. The shorter Red list includes each tool's available trainers, trained operators and required PPE. This list can be found in the Kwartzlab website's Wiki articles on Health & Safety.
3. It is our requirement if you are going to use any categorized Red equipment you must be recognized as a trainer or receive training from a Health & Safety Committee recognized trainer. Upon recognition, your name will be added to the other individuals cleared to make use of the specified tool/equipment and you will be listed as a trainer or trained operator.
4. The Committee is responsible for keeping lists of Red tools/equipment, trainers and those trained as operators up to

date.

## 2b) Personal Protective Equipment (PPE)

1. Designated lab tools/equipment will have a Supplier Label (sticker with a dashed border) laying out what PPE has to be worn in order to operate it.
2. Kwartzlab will try to keep required PPE on site. The lab is not required to have PPE readily available for immediate use in anticipation of what equipment may be brought into the space on a daily basis.
3. If there's no PPE available for categorized Red tools and the tool has a Supplier Label showing it requires certain PPE, then the tool cannot be operated.

## 2c) Visiting Tools/Equipment and their Owners

In the event that a tool is going to be brought into the space by a member or otherwise, it first has to be cleared with the Tool Committee (who will then forward information to the Health & Safety Committee if there's a concern) or to the Health & Safety Committee directly. If the visiting tool/equipment is considered category Red, then it is up to the owner of the tool/equipment to follow these instructions:

1. The tool/equipment never leaves the owner's sight
2. It is assumed the owner is a trained operator of the tool/equipment unless the owner makes known otherwise
3. No one operates it but the owner without training unless the owner also cannot operate the tool/equipment, then it is in the lab for show & tell purposes only and all guards, locks, switches, etc should be set so the item will

not operate

4. If the owner or another is deemed a trainer than others may operate the tool/equipment under the trainer's supervision (requires Health & Safety approval so the tool/equipment and trainer's name can be added to the Red list)
5. The Health & Safety Committee will decide what PPE is required to operate all category Red tools/equipment in the lab including those brought in on visits
6. If the tool/equipment is brought in from off site and PPE is not available from the lab then PPE has to be supplied by the owner of said tool/equipment