

Board Meeting Minutes

Kwartzlab Society Inc.*

2010-04-29

Meeting # 32

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

Date April 29, 2010, 1930 EDT

Distribution To all Kwartzlab Society Inc. Board Members

Directors

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

Arrived Late

Absent Darin White

Quorum Yes (6/7)

Others

Kwartzlab Society Members James Bastow, Bevan Lantz, Darcy Casselman, Doug Moen, Pawel Czarny, Kyle Spaans, Chris Brunner, Matt Smith

These minutes are considered complete and correct. Please advise the Secretary (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 2000 EDT. 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.

Alexandra Dysinski asked to move her New Business item to the beginning of the meeting.

The President also requested to move Old Business items Door Access Control and Space Expansion to the beginning of Old Business.

The agenda was approved, with these requested amendments, by the general consent of the Board.

3 Pre-emptive New Business: Request for Event

Eric Gerlach declared himself to be in conflict of interest for this item. The Board asked that he remain as chair.

Alexandra Dysinski reported to the Board that she is working on a large project, which will involve the help of a number of teenage volunteers. She asks the Board for permission to hold a one-time informational meeting for her volunteers and their parents, in the space. The meeting would take place next Friday evening, and would last for only 30 minutes.

Both Eric Gerlach & Alexandra Dysinski have recused themselves from the vote.

Motion *Be it resolved that the Board approves Alexandra Dysinski's use of the space for a one-time informational meeting of her Anime North volunteers and their parents.*

So moved by Stephanie Smith

Seconded by Ben Brown

In Favour 4

Opposed 0

Abstained Eric Gerlach; Alexandra Dysinski

Motion Carries

4 Memberships

4.1 New Members

4.1.1 Rob Adler

Motion *Be it resolved that Rob Adler is admitted to membership in KwartzLab Society Inc.*

So moved by Robert Gissing

Seconded by Ben Brown

In Favour 6

Opposed 0

Abstained 0

Motion Carries

4.1.2 Joel Larose

Motion *Be it resolved that Joel Larose is admitted to membership in KwartzLab Society Inc.*

So moved by Robert Gissing

Seconded by Ben Brown

In Favour 6

Opposed 0

Abstained 0

Motion Carries

4.2 Membership Hiatus: Kyle Spaans

Motion *Be it resolved that Kyle Spaans' membership status be put on hiatus from May through August 2010.*

So moved by Alexandra Dysinski

Seconded by Cedric Puddy

In Favour 6

Opposed 0

Abstained 0

Motion Carries

5 Pre-Emptive Old Business

5.1 Plan of action for the Tool Room

5.1.1 Plan of action for the Tool Room

There was a detailed discussion regarding the need for an organized plan of action regarding the tool room, in order to make it useable.

The first priority is to clean the walls – the blistered material which is peeling off of the wall is an agitator. Additional work that needs to be completed:

- general cleaning of the walls and floor
- electrical work needs to be evaluated/brought up to code
- lighting needs to be upgraded

Robert Gissing stressed the need to appoint somebody to oversee the necessary work, and to set a deadline for when it needs to be completed.

Ben Brown volunteers to oversee the work in the Tool Room. James Bastow volunteers to help oversee as well.

Motion *Be it resolved that the blistering wall be scraped before any other work is begun in the tool room.*

So moved by Alexandra Dysinski

Discussion The Board agrees that while this is a priority, it does not require a decision by the Board. It just requires action.

Motion Withdrawn.

There was further discussion regarding power tools being moved into the room. There are not yet any Health & Safety procedures in place for evaluating suitable knowledge. Additionally, we do not have an up to date Asset List. Insurance should also be brought up to date regarding what tools we have. Although we don't expect anything we have will change our premiums, we did promise to keep them appraised of any new acquisitions.

Alexandra Dysinski and Ben Brown both indicated that they have access to WHMIS and other "shop room safety" resources, which they can bring in for us.

Action

	WHO	WHAT	WHEN
32.1	Ben Brown	Organize clean-up of tool room	

5.2 Door Access Control

5.2.1 Update on action 29.4 on Ben Brown: give James Bastow the RS485 controller he needs for the front door access control.

Completed.

James Bastow reported that he has a laptop in place, to run the software needed for the access control system. He will need a network drop for the laptop.

The Board briefly discussed the urgency in getting the door access control installed. Specifically, there have been concerns expressed regarding the Building Superintendent enjoying free, unannounced access to the new unit. While this is in contravention of our lease agreement, the Board was reminded that we do not yet have a signed copy of that lease agreement.

Action

	WHO	WHAT	WHEN
32.2	Eric Gerlach	Draw up a letter indicating we need signed copy of the lease, and that we will present them with cheques once we have the signed lease in hand.	

6 Report from the Treasurer

The Treasurer presented the Board with current financial statements, which were accepted by the general consent of the Board.

Motion *Be it resolved that Darin White will be reimbursed \$17.00 for dumping fees incurred on behalf of the corporation, and that Ben Brown will be reimbursed \$31.00 for dumping fees incurred on behalf of the corporation.*

So moved by Stephanie Smith

Seconded by Robert Gissing

In Favour 5

Opposed 0

Abstained Ben Brown

Motion Carries.

7 Remaining Old Business

7.1 Website & Mailing Lists

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

On-going: Ben reported that we now have a staging site set up, for testing the new template.

7.2 Health & Safety Committee

7.2.1 Update for action 27.1 on Robert Gissing: Find and mount H&S bulletin board

No update.

7.2.2 Update for 29.2 on Ben Brown: bring in phone for H&S; activate with Eric's SIM

Ben reported that he did not have a suitable phone after all. Pawel, Kyle, and Doug each indicated that they may have one.

7.2.3 Update on 29.3 on Cedric Puddy: bring in bulletin board for H&H

Completed: Alexandra Dysinski reported that she has found a suitable cork board, and it is currently hanging in the kitchen.

7.2.4 Board Procedure and Committee Appointments

Eric Gerlach indicated that he has not yet had a chance to locate the Health & Safety procedure and appointment records.

7.3 Workshops

7.3.1 Update for action 27.3 on Eric: Read through insurance policy and figure out workshops and instructors.

No update.

7.4 Member Statement from Jessica Clayman

The President read Jessica Clayman's statement regarding the recent Arduino Workshop (APPENDIX B).

There was a detailed discussion regarding the distinction between KwartzLab sanctioned workshops, versus unsanctioned workshops organized by members or third parties, and how promotions and pricing might be handled for each.

In the specific case of the recent Arduino workshop, although the workshop was billed as a "KwartzLab" workshop, the profit went to the organizers, not KwartzLab. There was a disconnect between participants expectations of where their money was going, and where it actually went. In this case, although the workshop was billed as a "KwartzLab" workshop, it in fact was not.

It is important to be clear regarding whether a workshop is officially a "KwartzLab" event, or merely an event organized by one of our members, for legal, tax, and insurance purposes. The distinction ultimately comes down to how money flows – if KwartzLab collects fees, and then pays organizers for their time and materials, it is a KwartzLab event. If organizers collect fees, and then give a portion to KwartzLab (as a donation or fee), then its not a KwartzLab event. If it is a KwartzLab event, our insurance will cover it. If its not a KwartzLab event, our insurance will not. Additionally, if its a KwartzLab event, then any workshop fees are taxable.

There was further discussion regarding whether or not any profit should be made from workshops. A number of members expressed the preference that workshops only operate on a cost-recovery basis.

There was further discussion regarding the value of feedback on workshops. We are all inexperienced in organizing these sorts of events, and should expect that there are areas where we can improve. Good feedback is helpful in identifying those areas, but shouldn't be used to penalize organizers.

The discussion was capped due to time.

7.5 Ubuntu Lucid Lynx Release Party

Darcy reported that he has ordered a cake for the party, will be burning LE CDs again. It should be awesome.

There was a brief discussion regarding some of the network glitches at the last release party, and how they may be alleviated this time.

7.6 GST Return

7.6.1 Update for 29.1 on Eric Gerlach: get GST return for Ben Brown

Completed.

Ben reported that the GST has been completed, and we owe the government \$37.00.

7.7 Member Statement Regarding Art Wall

The President informed the Board that he has received an Anonymous Statement regarding the Art Wall.

The Board held a lengthy discussion regarding whether or not to accept an anonymous statement, and whether the statement should be heard in camera. There were a number of concerns regarding why a member might want to make their statement anonymously, and whether or not that would (or should) impact the Board's reception of the statement. A number of directors indicated that while they were open to hearing an anonymous statement, they had reservations about taking action based on an anonymous statement.

Motion *Be it resolved that the Board will receive the submitted anonymous statement.*

So moved by Alexandra Dysinski

Seconded by Cedric Puddy

Discussion Robert Gissing requests that a roll call vote for this motion. The Board accepts this request by general consent.

Alexandra Dysinski Yae

Ben Brown Yae

Cedric Puddy Yae

Robert Gissing Nay

Stephanie Smith Yae

Motion Carries.

Anonymous Members Statement is attached as Appendix C.

Robert Gissing provided additional comment regarding the current exhibition of the Art Wall. The Art Wall is his personal project, but the current exhibit was hung without his knowledge. He is disappointed in how it transpired, but has all ready spoken to the involved parties and is satisfied.

There was a more general discussion regarding art in the space, and the fact that not everybody is going to like every installation that's hung, and that should be okay. Art can be controversial, but the Board doesn't want to start vetting or censoring artists, or member projects.

Eric Gerlach commented that he never thought he'd see a board meeting turn in to an art critique.

All art critiquing aside, the Art Wall in particular is the personal project of one of our members, and that needs to be recognized and respected. We have been very vocal about encouraging the do-ocracy in our space, and so its understandable if members aren't clear on which things they can just do, and which things they can't. Better communication will help.

Action

	WHO	WHAT	WHEN
32.3	Robert Gissing	post an email to the members' list, clarifying the ownership and installation details of his Art Wall project	

8 New Business

9 Action Item Review

	WHO	WHAT	WHEN
13.2	Ben Brown	convert website design to drupal template	
27.1	Robert Gissing	Find and mount H&S bulletin board	
29.2	Ben Brown	bring in phone for H&S; activate with Eric's SIM	
27.3	Eric Gerlach	Read through insurance policy and figure out workshops and instructors	
32.1	Ben Brown	Organize clean-up of tool room	
32.2	Eric Gerlach	Draw up a letter indicating we need signed copy of the lease, and that we will present them with cheques once we have the signed lease in hand.	
32.3	Robert Gissing	post an email to the members' list, clarifying the ownership and installation details of his Art Wall project	

10 Adjournment

The Board meeting was adjourned at 2152 EDT.

So moved by Ben Brown

Seconded by Stephanie Smith

In Favour 6

Opposed 0

Abstained 0



Canada Trust
EasyWeb

Sheet1

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

[Help](#)

[Print this page](#)

[Make a Stop Payment](#)

BUSINESS - CHEQUING - 5209204 \$4,498.00 [OK](#)

Last 31 Days

Balance Date: Apr 29, 2010

Bottom

▼ Date	Description	Debit	Credit	Balance
Apr 27, 2010	EMAIL TFR C2BL1lyh		52.50	\$4,498.00
Apr 26, 2010	PTS FRM: 38233125267		52.50	\$4,445.50
Apr 26, 2010	EMAIL TFR C21l6st5		52.50	\$4,393.00
Apr 22, 2010	DEPOSIT		315.00	\$4,340.50
Apr 22, 2010	EMAIL TFR C2C1sxGF		105.00	\$4,025.50
Apr 14, 2010	AVIVA INS	161.87		\$3,920.50
Apr 09, 2010	PAYPAL MSP		562.63	\$4,082.37
Apr 07, 2010	EMAIL TFR C2hzaxXA		52.50	\$3,519.74
Apr 07, 2010	DEPOSIT		577.50	\$3,467.24
Apr 06, 2010	EMAIL TFR C2bRIzeT		52.50	\$2,889.74
Apr 01, 2010	CHQ#00043-0100434009 View Cheque	945.00		\$2,837.24
Mar 31, 2010	COMM PLUS FEE	4.95		\$3,782.24
Mar 30, 2010	CHQ#00047-0200619064 View Cheque	192.59		\$3,787.19
Total:		\$1,304.41	\$1,822.63	

▼ Date	Description	Debit	Credit	Balance
Top	About This Statement - Apr 29, 2010			
	Customize Account Activity			

[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: 04/29/2010 18:40:21 ET)

Current Reimbursement Requests

Name	Amount	Description	Budget Item
James Bastow	\$60.84	Door Security System Parts	Security
Darin White	\$17.00	Dumping Fees	Build-out
Ben Brown	\$31.00	Dumping Fees	Build-out
Total	\$108.84		

From Jessica:

I officially am voicing a complaint in my name to be read aloud at the next board of directors meeting against what I feel was overpayment to the organisers of the past arduino workshop. I attended said event and learned more from some of the attendees than said instructors (who ran away at my question, said they didn't know the answer and then went to see if they could help someone else when no one was beckoning them over). There was time wasted downloading software before they even began to teach anything after their breif overview that time could have been used to actually teach. For a two hour workshop where I payed \$20, I only spent 1/2 hour or so with an arduino that worked. The posters could have been more informative in regards to what actually would have been happening that day. If I'd known to download software onto my laptop, that would have saved time. They also didn't bring enough arduinos or have enough things on hand to really teach their capabilities (not everything they provided was useful or functional). It was a quickly slapped together workshop, was overcharged and they got paid too much in my opinion. I would have been happier knowing that more of the entry money was going to the lab.

Anonymous:

It's about Gus's art wall. That travesty of oil should have never been hung. He worded the email asking no objections and when he got no response he hung them up and hung them fast, I feel before anyone really had the time to object. It's fugly. I don't want to hurt the artist's feelings, but I've spoken with him and it's obvious he knows nothing of art. He has no skill and I feel it's depreciating the value of the space. I'm pretty sure I'm not alone in this.