

Board Meeting Minutes

Kwartzlab Society Inc.*

2009-10-21

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

Date Thursday, October 21, 1930EDT

Distribution To all Kwartzlab Society Inc. Board Members

Directors

Present Cedric Puddy, Eric Gerlach, Darin White, Ben Brown, Stephanie Smith

Arrived Late Robert Gissing

Absent Alexandra Dysinski

Quorum Yes (5/7)

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 this meeting, and called the meeting to order at 1945EDT. The Secretary, Stephanie Smith, recorded the minutes.

2 Approval of the Agenda

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

3 Approval of the 2009-09-17 Board Meeting Minutes

The Board agreed by general consensus to postpone approval of the 2009-09-17 minutes until the next Board Meeting.

4 Report from the Treasurer

The Treasurer presented the Board with a current cash flow report, and projections for upcoming expenses. The insurance payment was higher than expected, and needs to be clarified.

Action

	WHO	WHAT	WHEN
	Eric Gerlach	Contact out Insurance Broker regarding the high payment.	

There was a brief discussion regarding automated recurring payment options: PayPal is currently the cheapest option available to us.

5 Old Business

5.1 Website

Action

	WHO	WHAT	WHEN
12.1	Ben Brown	Upload a screenshot of his website template for review.	
12.2	Michael Kowalski	Upload a screenshot of his website template for review.	

5.2 SoOnCon Update

Darin White presented a summary of the SoOnCon event to the board. The event went well, and provided KwartzLab with excellent exposure. ThinkHaus were excellent hosts to us.

James Arlen is interested in doing a camp-based event for next year, and would like to start planning soon. However, there is some confusion about the future of SoOnCon itself.

KwartzLab members connected with Journalism students at Ryerson & Western, as well as a librarian from Hamilton Public Library. We directed the librarian back to ThinkHaus.

5.3 Reimbursements

Motion *Be it resolved that the Board will extend the Kwartzlab Build-out Budget by an additional \$100.00.*

Moved by Eric Gerlach

Seconded by Cedric Puddy

In Favour 5

Opposed 0

Abstained 0

Motion *Be it resolved that the Board will reimburse Jessica Clayman \$29.50, for the purchase of a chair for the lounge.*

Moved by Eric Gerlach

Seconded by Ben Brown

In Favour 5

Opposed 0

Abstained 0

Motion *Be it resolved that the board requires members to clear all purchases with the Treasurer or the other two signing authorities (both, not just one) before a purchase is made.*

Moved by Eric Gerlach

Seconded by Darin White

In Favour 5

Opposed 0

Abstained 0

5.4 Windows 7 Release Party

Michael Kowalksi presented an update to the Board regarding the Windows 7 Release Party. The event will be very casual. He'll be doing some demos, and ordering in pizza.

He asks if we have access to a projector. Unfortunately, we don't yet.

5.5 Ubuntu Release Part

Eric Gerlach presented an update to the Board, on behalf of Darcy Casselman, regarding the Ubuntu Release Party.

He asks whether or not we have a budget to cover any expenses incurred for this event. Unfortunately, we do not.

He also needs to speak with somebody regarding network accessibility during the event. He can contact Cedric Puddy.

6 New Business

Director Robert Gissing joined the meeting.

6.1 Pro-rated dues for first month of membership

Motion *Be it resolved that the first month of a new member's dues will be pro-rated weekly by the calendar week that they are inducted during.*

Moved by Eric Gerlach

Seconded by Darin White

In Favour 6

Opposed 0

Abstained 0

6.2 Confirmation of dues under new bylaws

Motion *Be it resolved that the monthly dues are \$50+GST, and the initial dues are \$100.*

Moved by Eric Gerlach

Seconded by Stephanie Smith

In Favour 6

Opposed 0

Abstained 0

6.3 Ron Harding's Membership Status

Motion *Due to an oversight on the President's part, and Ron Harding's status as a pending charter, be it resolved that Ron Harding's September dues are excused.*

Moved by Eric Gerlach

Seconded by Ben Brown

In Favour 5

Opposed 0

Abstained Eric Gerlach

6.4 Board Procedure re: Membership admission

Motion *Be it resolved that the following is adopted as a Board Procedure:*

CHANGING MEMBERSHIP STATUS

All motions regarding membership status shall be voted on by secret ballot.

Moved by Eric Gerlach

Seconded by Darin White

In Favour 6

Opposed 0

Abstained 0

6.5 New Members

The Board consented to have Eric Gerlach count the ballots for today's new memberships.

Motion *Be it resolved that Michael Hiemstra is admitted to membership in KwartzLab Society Inc..*

Moved by Eric Gerlach

Seconded by Ben Brown

In Favour 6

Opposed 0

Abstained 0

Motion *Be it resolved that Karl Williams is admitted to membership in KwartzLab Society Inc..*

Moved by Eric Gerlach

Seconded by Ben Brown

In Favour 5

Opposed 0

Abstained Eric Gerlach

6.6 Lease contract for borrowing member equipment

Action

	WHO	WHAT	WHEN
	Eric Gerlach	Find out from our Insurance Broker what they need to constitute a legal interest in borrowed or leased equipment.	

We should generate similar paperwork for donated equipment as well.

6.7 Policies & procedures for bringing in new equipment

There was a lengthy discussion regarding whether or not new equipment acquisitions should be discussed with the membership before they are finalized. Doing so increases our transparency, and also helps encourage a sense of ownership among the membership. Where possible, we should try to use the following workflow for new acquisitions:

1. Learn of an opportunity
2. Inform members
3. Work deal out with source
4. Submit to Board for approval

There was further discussion regarding at what point we need to advise our insurance broker of new equipment acquisitions. We will need to develop an asset database.

Action

	WHO	WHAT	WHEN
	Eric Gerlach	Find out from our Insurance Broker what sorts of equipment could change our premiums.	

6.8 Metal brake/shear from RIM

Motion *Be it resolved that the board approves acceptance of the donation of the metal brake/shear from RIM.*

Moved by Robert Gissing

Seconded by Darin White

In Favour 6

Opposed 0

Abstained 0

Action

	WHO	WHAT	WHEN
	Eric Gerlach	Draft a letter accepting the donation.	
	Robert Gissing	Draft an announcement of this donation for the list.	

When it comes, we should have a party to introduce the new equipment, and invite the guys from James' lab. We will also need to provide training.

6.9 Drink Order

Cedric Puddy presented an update to the board regarding the pending Coca-Cola drink order. Cedric will cover the upfront costs, and will try to get money from members to help cover the initial order: a \$20 donation gets you 20 free cans. It will be up to members to track this for themselves.

6.10 Garbage

Robert Gissing presented to the board the need to organize regular clean-up duty for the membership. He suggested that we give the membership 2 weeks to indicate any scheduling preferences, and then create a weekly schedule, with 2 members sharing the duty every week.

Action

	WHO	WHAT	WHEN
	Stephanie Smith	create a webpage to organize the schedule, and ask membership to indicate date preferences.	
	Robert Gissing	create a list of weekly clean-up tasks	

6.11 MAME Cabinet

Michael Kowalski presented to the board that he has access to an arcade cabinet which he would like to bring in, and turn into a MAME cabinet for GPL'ed video games. He has the parts he needs to refurbish the cabinet.

The board agreed by general consensus that he could bring the cabinet in to work on as a large project in the space. Once the project is finished, Michael is invited to offer it (on loan or as a donation) to the lab; at that time, the board will consider it following the standard new equipment acquisition procedure.

6.12 Tuesday Open Nights

There was a general discussion regarding how the weekly TON events have been going. A successful TON event needs 2 members to host: 1 to man the door, and one to mingle and answer questions.

Cross-posting TON announcements to the makekw.org mailing lists could improve our exposure.

7 Adjournment

The Board Meeting is adjourned at 2150EDT

Moved by Robert Gissing

Seconded by Ben Brown

In Favour 6

Opposed 0

Abstained 0