

KwartzLab Society Inc.

Meeting Minutes

Metadata

- * Type of Meeting: Board of Directors
- * Date: Monday, 11 June, 2012
- * Time: 2100 EDT
- * Location: Kwartzlab Society Inc.
- * Meeting #82

Board Members

- * Present: Darcy Casselman, Doug Moen, Andrew Mackie, Rob Adlers, James Bastow, Alex Williams
 - * Absent: Gus Gissing
 - * Quorum: Yes (6/7)
 - * Other Attendees: Ben Brown, Don Leibold, Karl Williams
- Distribution: To all KwartzLab Society Members

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.

Proceedings

1. Call to Order

Darcy Casselman acted as chair for the meeting, calling it to order at 21:00 EST. The Secretary 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

Approved by general consent.

3. Approval of Minutes

Be it resolved that the minutes for Board Meeting 077 are approved.

So moved by Darcy.

Seconded by Rob.

In favour: 5

Opposed: 0

Abstained: Andrew

Be it resolved that the minutes for Board Meeting 078 are approved.

So moved by Darcy.

Seconded by James.

In favour: 5

Opposed: 0

Abstained: Andrew

Be it resolved that the minutes for Board Meeting 079 are approved.

So moved by Darcy.

Seconded by James.

In favour: 5

Opposed: 0

Abstained: Andrew

4. Report from the President

The President again declared that we are awesome. He also reported that Felt Lab was cool, and is interested in a combined activity with its members. He noted that they were having a hard time leveraging their equipment, but are interested in their projects, and tutorials from others.

5. Report from the Treasurer

Ben spoke, having graciously assisted in bookkeeping duties. He has put together a report that shall be attached to the meeting wiki. Highlights include:

- Four people have expressed serious interest in joining as members.
- Ben is setting up a virtual server with an install of Quickbooks for future handling of the treasury
- Ben is also creating a new budget draft to forward to the next treasurer
- Kwartzlab is no longer losing money.

New Business

1. Member Grievances

A member of KwartzLab has had several grievances levied against them:

- The member is in arrears by 3 months of dues
- The member has left several large incomplete projects and unused devices scattered about
- The member has been named for leaving dirty dishes, food, and garbage lying about

The member has responded that they have paid back 1 month, which Ben confirmed. It was noted that a membership could be suspended if dues were two months, and that this member was still eligible for

this suspension. The member remembered warning about this earlier, but no board member remembers this.

It was noted that some large items, such as a wheeled microscope and motorcycle must not be stored in the lab, or be given an asset tag. The member acknowledged that they will look into storing them elsewhere, and that other items, such as large tubes, are already removed.

The member mentioned that others were using the member's possessions and not cleaning up afterwards.

It was noted that the member has made many positive contributions to the lab, and this was taken into account. The resolution is to allow the member to pay the late dues, but suspend the membership should the member fall three months behind. This arrangement was agreed to by general consent.

2. Annual General Meeting 003 – Thursday

James elected to work with Ben to deliver the annual financial report. Darcy noted that Steph Smith agreed to be the elections coordinator. The topic of proxy voting was brought up. It is currently not permitted. There was a consideration to legalize it for the AGM, but the deadline for that has passed.

3. Banner

Doug has commissioned Agnes to create a Kwartzlab banner. Her estimate for this was approximately \$30-\$35 (charging for materials only). She has agreed to keep receipts for her materials, and the board would reimburse her upon completion.

4. Open Streets Uptown Waterloo

The City of Waterloo is hosting an “Open Streets” event this Sunday, 17 June. Some members will be out for a Stitch & Bitch, but unfortunately, nobody has stepped up to host a Kwartzlab presence.

5. Reality Cave

Reality Cave is a virtual reality room in Kitchener. Darcy mentioned that the proprietors have indicated an interest in giving a tour to interested Kwartzlab members.

6. The Membership Fee

Discussion was brought up on whether this fee should be dropped. James mentioned that the general consensus is that it is not. Rob noted that CarShare dropped its initiation fee from \$400 to \$40, as a similar example. Ben also noted that Michael Hiemstra wanted to know if he would have to again pay the fee. James noted that this is the reason for a hiatus. Ben noted that this fee is not a bylaw and can be changed at will by the Board. It was noted that if the fee were reduced, older members who had ponied up the \$100 fee would feel the change to be unfair.

There was also a discussion of a possible reduced rate for students. Doug posited a lower rate for non-key members. James mentioned that there was not much of an advantage to that, and that Kwartzlab would only have the liberty of introducing such rates when it was cash-positive. Karl mentioned giving a limited card in exchange for a limited privileges, but James rebutted that it would make Kwartzlab a service-based organization, like a for-profit model. Alex recommended making specific recommendations to the next board on this.

7. New Member Application – Sean Sinclair

Some positive emails had been received concerning Sean, and the current impression was that he was a decent individual. Doug vouched for him, and mentioned that he is a machinist that plans to utilize the laser cutter, and has been coming to TON for over a year.

Motion: Be it resolved that Sean Sinclair be accepted as a member of Kwartzlab

So moved by Darcy.

Seconded by Andrew.

In favour: 6

Opposed: None

Abstained: None

8. Makerfaire Detroit

James mentioned that for selling in the US, a visa may be required, which Andrew will look into. Andrew noted that Kwartzlab's table was approved, and will be able to sell from the table (those wanting to sell from the Kwartzlab table will need to speak with Andrew).

9. Headshots from the Heart

Ben reported that the drive had raised \$2500. There were 3000 headshots in total. The space was free of humidity, and no breakers were tripped. Ben added LAN ports for players.

10. SO SCI-FI

There was no news on this front.

11. Steel Rails

Darcy noted that some Kwartzlab work was being done for Steel Rails.

12. Treehaus

Darcy noted that there was no news with respect to Treehaus.

13. Building Community Relationships

Doug mentioned that building community relationships involves talking to companies. There is no specific action associated with that – that Kwartzlab must be a registered charity, he as opposed to a non-profit. Ben mentioned that for a charity, treasury work is a magnitude more complex – a registered accountant would be needed to maintain the books, and Kwartzlab would be subject to a mandatory annual audit.

14. Shop Status

Rob noted that there was no change to the shop status.

15. Trillium Grant

Doug noted that Mark is working on a grant application, which is due on July 1. James was concerned because Mark had not been interacting much about the status of the application. He also mentioned that Trillium will want multiple quotes for specific tools and items that Kwartzlab is seeking funding for. An issue is that it is not possible for tools that have only one source. Another is that some sellers need time to put together a quote. There was a desire to go through the wish list and cull impractical requests.

Darcy mentioned that Terre Chartrand has volunteered to assist, and would be present for the Annual General Meeting.

16. Membership Drive

It was noted that there was no update to this.

17. Kwartzlab Kick

Ben mentioned that he found surplus kits, along with the remains of a pumpkin from Halloween. Andrew noted that these can be targeted for sale at Detroit Makerfaire.

18. Artist In Residence

There was no update, as Gus was absent.

Action Items

James – Work with Ben for annual financial report, to be presented at the Annual General Meeting.

Darcy – Contact Reality Cave about a potential visit.

Andrew – Look up requirements for selling in U.S. trade shows and update the wiki.

Rob – Ask a friend who sells Commodore parts at U.S. trade shows.

Darcy – Chat with Heather at CEI.

Doug & Darcy – Chat with Mark Pitcher and Terre Chartrand to complete the Trillium Grant application.

Adjournment

Be it resolved that the board meeting is adjourned.

So moved by Darcy.

Seconded by Rob.

In favour: 6

Opposed: None

Abstained: None