

# KwartzLab Society Inc.

## *Meeting Minutes*

### Metadata

- \* Type of Meeting: Board of Directors
- \* Date: Thursday, 8 December, 2011
- \* Time: 2045 EDT
- \* Location: KwartzLab Society Inc.
- \* Meeting #72

### Board Members

- \* Present: Alex Williams, Darcy Casselman, Doug Moen, Andrew Mackie, Rob Adlers
- \* Absent: Robert Gissing, James Bastow
- \* Quorum: Yes (5/7)
- \* Other Attendees: Ben Brown

Distribution: To all KwartzLab Society Board Members

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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 2045 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

Andrew added an item referring to Culture Camp. The agenda was then approved by general consent.

### 3. Approval of Board Meeting 71 Minutes

It was noted that Joe Chen was incorrectly named as John Chen.

Motion: Be it resolved that the minutes from the prior board meeting, 13 October 2011, are approved.

So moved by Darcy Casselman.

Seconded by Rob Adlers.

In favour: 4

Opposed: 0

Abstained: Andrew Mackie.

#### **4. Report from the President**

Darcy graciously passed on the opportunity to report.

#### **5. Report from the Treasurer**

Although Gus made an appearance, he was unable to commit to a meeting. He did, however, send a message, copied below:

*"i have not processed the dues checks yet because one member needs me to wait till 9th so their bankdraft comes in*

*rent was paid on dec 3 and checks cleared*

*change of address paperwork to revenue canada is done*

*officer filing paperwork for board members is done and mailed*

*mport/export numbers acquired and forwarded to IPE Logistics who is managing the laser importation on this end, the laser is in toronto waiting for another inspection. i think government thinks that the laser will somehow transform into something other than the inspected product on the truck or something. i have a check ready for sending once i get the final amount from IPE for duty inspections. it is signed by james and made out to IPE and we are waiting for the amount.*

*the issue with CRA and our 2009 report is NOT dealt with because i have not been able to make time during the day to do this."*

#### **New Business**

##### **6. New Member Applicant**

Taylor Morey has applied to be a member of Kwartzlab. He was introduced by Bernie Rohde and teaches at Conestoga College.

Motion: Be it resolved that Taylor Morey's member application is approved.

So moved by Doug Moen.

Seconded by Darcy Casselman.

So passed by unanimous consent.

##### **7. Heavy Lab Door Access**

There was some controversy over how a member changed the heavy lab's door lock when the member lost their keys. Although the original lock was restored, it came to the directors' attention that several users were reliant on that door's key, as opposed to the key-card. After doing a quick check of the key-card stores in the locker, we discovered 8 valid key-cards – enough for known members that do not

have a card. James Bastow noted that once those keys are exhausted, significant work would need to be done to accommodate new cards.

A weakness was also discussed wherein members could unlock the door but forget to relock it on leaving. Andrew Mackie volunteered to investigate a mechanism that self-locks when the door closes.

## **8. Culture Camp**

Doug attended and reported back on his impressions. Attendance was lower than usual. Many people are interested in an event listing site for events in Kitchener-Waterloo, similar to London's [londonfuse.ca](http://londonfuse.ca)

Doug mentioned that he was interested in meeting a manufacturing technology teacher at Kitchener Collegiate Institute in the interests of bringing students into the space to work on projects, leveraging the laser engraver, etc. The problem that is being faced is with a lack of workshop-runners. Doug is considering assisting in this.

During the last SoOn meetup, a discussion point raised was whether minors (under-18) could be a member at a makerspace. Both DIYode and ThinkHaus have members who are minors.

## **Old Business**

### **9. Heavy Equipment Lab**

Rob Adlers was sidelined with a sickness, but hopes to continue tackling the heavy lab, especially the overhead lights. It was discussed if unused pipes should be cut out, but we noted that we should speak to the building management first, to ensure that there is no plan to use the pipes.

Rob also brought up holding quarterly cleanups, starting in January.

We also discussed how the cleaning board was not working. Rob volunteered to create a new cleaning schedule based on what was learned from our previous experiences.

### **10. Trillium Grant Application**

It was noted that the next deadline is in January. Doug volunteered to work on this, with the goal to finance the developing of Kwartzlab into the equivalent of a FabLab-style environment.

### **11. Business Plan**

Alex has been talking to other people at hackerspaces, and doing market research for a business report.

### **12. Members List**

Gus has compiled an up-to-date members list as a Google Docs spreadsheet.

### **13. Laser Cutter – Status Update**

The laser cutter is in Toronto, undergoing another inspection before it comes to Waterloo. A duty inspection needs to be done and paid for as well.

#### **14. Kwartzlab Kick Kit Pilot**

James was away, so this item is deferred.

#### **15. Small Tool Acquisitions**

Ben Brown brought up a concern that funds may not be available for tools. Gus Gissing, during a quick visit, mentioned that \$1200 is available. It was discussed whether the tool purchases should be done, pending Gus's report on available funds.

Motion: Be it resolved that \$500 be allocated to acquire the most sought-after small tools for the space.

So moved by Darcy Casselman.

Seconded by Alex Williams.

So passed by unanimous consent.

#### **16. Artist-In-Residence Program**

Oscar Estrada is our current artist-in-residence. His art is hung, and he has been given an access key.

#### **17. Action Item Review**

- Update Board Meeting minutes to correct John Chen -> Joe Chen – Andrew Mackie
- Investigate the cost & difficulty of changing the deadbolt lock in the Heavy Lab to a self-locking mechanism – Andrew Mackie
- Implement a new weekly cleaning schedule – Rob Adlers
- Install lights in the Heavy Lab – Rob Adlers
- Ask for despatch oven & air tank to be removed, and to have recycled items placed on cart weekly from their owner – Rob Adlers
- Schedule a cleaning in January – Rob Adlers
- Give Rob Adlers the member list to create the cleaning schedule – Andrew Mackie
- Work on Trillium Grant application – Doug Moen
- Interface with Gus Gissing about laser engraver's arrival and details

#### **18. Adjournment**

The meeting was adjourned by general consent of the board at 22:05 EDT.

