

Board Meeting Minutes

Kwartzlab Society Inc.*

2010-01-13

Meeting # 21

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

Date Thursday, January 13

Distribution To all Kwartzlab Society Inc. Board Members

Directors

Present Ben Brown, Cedric Puddy, Darin White, Robert Gissing, Stephanie Smith

Absent Alexandra Dysinski, Eric Gerlach

Quorum Yes (5/7)

Others

Kwartzlab Society Members Bevan Lantz, Jessica Clayman, Darcy Casselman

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

Director Robert Gissing acted as Chair for the meeting, and called the meeting to order at 1934EDT. 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 Chair, and approved by general consent of the Board.

3 Approval of the October 21 Board Meeting Minutes

Approval of the October 21 Board Meeting Minutes was postponed, by general consent of the Board, until the next Board meeting.

4 Approval of the December 2 Board Meeting Minutes

Approval of the December 2 Board Meeting Minutes was postponed, by general consent of the Board, until the next Board meeting.

5 Report from the Treasurer

The Treasurer presented the Board with a current financial report; please see attached Appendix A. The only item of interest is that January's rent cheque has not yet been cleared.

Action

| | WHO | WHAT | WHEN |
|------|-----------|-------------------------------------------------------------------------------------------------|------|
| 21.1 | Ben Brown | follow up with Buran regarding the rent cheque if it hasn't cleared in the next couple of days. | |

6 Old Business

6.1 Reimbursements

Motion *Be it resolved that KwartzLab will reimburse Robert Gissing \$531.08 for the purchase of the LCD projector.*

So moved by Darin White

Seconded by Ben Brown

In Favour 4

Opposed 0

Abstained Robert Gissing

Motion Carries.

A reimbursement cheque was not signed at the meeting, as a co-signer was not available.

6.2 Trillium Grants

Robert Gissing presented an update to the Board regarding his inquiries into Trillium grants. He would like to apply for the March grant cycle, asking for \$15000, which would go towards the purchase of a laser cutter. Both Gordon Hatt (CAFKA) and Martin DeGroot (Waterloo Regional Arts Council) have offered to review our Trillium grant proposal, and Martin is also offering advise on how to proceed. Robert has also talked with Mary Jo, from Trillium, who says that they will have time at the end of January, if we want to come in and talk with them.

Darin White presented to the Board regarding additional research he has done on Trillium grants. In order to qualify for the grants, there are various criteria we will need to meet. Specifically, there may be concerns regarding the accessibility of some of our facilities (i.e., the washroom). We may need to do some renovations.

There was a brief discussion regarding renovations to make the washroom wheelchair accessible.

7 New Business

7.1 Wintereenmas Event

Jessica Clayman presented to the Board a summary of Wintereenmas as an annual gamers festival, and her idea to hold a games day in the lab on Saturday January 30 to celebrate it. From 7pm through 10pm, she would like to open the event up to the general public.

Motion *Be it resolved that the Board designates Saturday January 30, 2010, as Winteenmas Gaming Day, an event which will be open to the public from 7pm through 10pm.*

So moved by Cedric Puddy

Seconded by Ben Brown

In Favour 5

Opposed 0

Abstained 0

Motion Carries.

7.2 Membership Vetting Procedures

Ben Brown presented to the Board his concerns about the current membership vetting process: currently, TON events are the only opportunities which directors have to get to know new applicants. However, a quorum of directors have not been making it to recent TON events, potentially blocking new applicants from being accepted.

There was a detailed discussion regarding possible solutions to this problem:

1. there is a core group of members who regularly make it to TON events; the Board could grant these specific individuals new member voting rights
2. the Board could appoint a membership committee which would vet new applicants and then make recommendations to the Board (actually voting on new members would still remain up to the Board)
3. new member voting could be opened up to the entire membership

4. when we know that a potential applicant is coming to a TON, an announcement could be made to the Board, encouraging more Directors to come out to the TON

Action

| | WHO | WHAT | WHEN |
|------|----------------|--------------------------------------------------------------------------------------------|------|
| 21.2 | Robert Gissing | write a proposed motion for new member approvals, and post to the BOD list for discussion. | |

7.3 Outreach to Local Arts Community

Darin White presented to the Board a summary of recent outreach endeavours towards CAFKA, Crime Lab, Jack Jackowetz. A more detailed overview was posted to the mailing list.

There was a brief discussion regarding how KwartzLab bridges the gap between art and technology, and the role we see for ourselves: specifically, we're not trying to make hackers into artists, but we do want to make technology more accessible to artists.

The Board would like to thank Gus for his donation of resources and time in creating the frames for the public hanging of Jack Jackowetz's artwork.

7.4 New Equipment Acquisitions

Motion *Be it resolved that the Board empowers James Bastow to proceed with obtaining the specified LPKF Cabinet, Darin White to proceed with obtaining the specified Radial Arm Saw, and Cedric Puddy to proceed with obtaining the specified Supply Closet, on the understanding that each of these items are free-as-in-beer donations to KwartzLab. The Board accepts all three donations.*

So moved by Darin White

Seconded by Ben Brown

In Favour 5

Opposed 0

Abstained 0

Motion Carries.

7.5 Space Expansion

Darin White presented to the Board his ideas regarding the 800 sqft unit off of the kitchen. Now that we are bringing in larger (noisy & messy) equipment, a machine room is becoming a strong need. Adding this unit to our existing space will be ideal, and in order to begin planning for it, we should have an idea of what the rent will be.

Action

| | WHO | WHAT | WHEN |
|------|----------------------------|--------------------------------------------------|------|
| 21.3 | Robert Gissing & Ben Brown | begin discussion with Kaplay regarding that unit | |

7.6 Site 3

Darin White presented to the Board that he, Ben, Gus, and Bevan will be attending the inaugural Site 3 planning meeting in Toronto this Sunday. Seth Harding has expressed a hope that KwartzLab will be able to provide some input and guidance for this new venture. KwartzLab is excited about this new venture, and we look forward to establishing a relationship with Site 3.

8 Adjournment

The Board meeting was adjourned at 2059EDT.

So moved by Robert Gissing

Seconded by Stephanie Smith

In Favour 5

Opposed 0

Abstained 0



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BUSINESS - CHEQUING - 5209204 \$4,384.85 [OK](#)

Last 31 Days

Balance Date: Jan 13, 2010

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| <u>▼ Date</u> | <u>Description</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|---------------|--------------------------------------------------|--------------|---------------|----------------|
| Jan 13, 2010 | RTD CHQ SERVICE CHRG | 5.00 | | \$4,384.85 |
| Jan 13, 2010 | RETURNED CHEQUE | 52.50 | | \$4,389.85 |
| Jan 08, 2010 | DEPOSIT | | 1,328.76 | \$4,442.35 |
| Jan 08, 2010 | EMAIL TFR C2NoUwJS | | 52.50 | \$3,113.59 |
| Dec 31, 2009 | COMM PLUS FEE | 4.95 | | \$3,061.09 |
| Dec 30, 2009 | CHQ#00030-0200535704 View Cheque | 29.50 | | \$3,066.04 |
| Dec 29, 2009 | PTS FRM: 38233125267 | | 52.50 | \$3,095.54 |
| Dec 29, 2009 | EMAIL TFR C2wPJRN7 | | 52.50 | \$3,043.04 |
| Dec 29, 2009 | EMAIL TFR C2A9EjjG | | 52.50 | \$2,990.54 |
| Dec 29, 2009 | EMAIL TFR C2YyUKPc | | 52.50 | \$2,938.04 |
| Dec 23, 2009 | CHQ#00031-0200479103 View Cheque | 122.58 | | \$2,885.54 |
| Dec 18, 2009 | CHQ#00035-0200444127 View Cheque | 127.69 | | \$3,008.12 |
| Dec 14, 2009 | AVIVA INS | 161.87 | | \$3,135.81 |

Total: \$504.09 \$1,591.26

| <u>▼ Date</u> | <u>Description</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|---------------------|-----------------------------------------------------|--------------|---------------|----------------|
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Current Reimbursement Requests

| Name | Amount | Description | Budget Item |
|----------------|-----------------|---------------|-------------|
| Robert Gissing | \$531.08 | LCD Projector | Tools |
| Total | \$531.08 | | |