Board Meeting Minutes

Kwartzlab Society Inc.*

2010-01-20

Meeting # 22

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

Date Thursday, January 20, 2010

Distribution To all Kwartzlab Society Inc. Board Members

Directors

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

Absent Robert Gissing

Quorum Yes (6/7)

Others

Kwartzlab Society Members Bevan Lantz, Jessica Clayman, Andrew Mackie, Darcy Casselman (arrived during 5.15 Space Expansion)

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.

106-283 Duke Street West, Kitchener, ON, Canada, N2H 3X7

Proceedings

1   Call to order

The President, Eric Gerlach acted as Chair for the meeting, and called the meeting to order at 1947 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 Chair, with the addition of "Signage" under "New Business". The agenda, with this addition, was approved by the general consent of the Board.

3   Approval of the October 21 Board Meeting Minutes

The October 21 Board Meeting Minutes were approved by the general consent of the Board.

4   Report from the Treasurer

The Treasurer presented a current financial report to the Board. See attached Appendix A.

4.1   Update for action 21.1 on Ben will follow up on rent cheque, if it hasn't gone through in a couple of days.

Closed: Our rent cheque has cleared.

5   Old Business

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

Continuing: Ben Brown presented to the board that he is in the final stages of transforming website content for the new template. He is currently co-ordinating with Katrina Somers regarding the front page content.

5.2   Lease contract for borrowing member equipment

5.2.1   Update for action 17.1 on Eric: Post draft of lease agreement to members list asking for comment

No update.

5.3   Metal Brake/Shear from RIM

Jessica Clayman reported to the Board that the necessary Health & Safety policies are not yet in place, so we cannot implement anything yet. She's posted draft policies, which need to be review and approved by the Board before she can proceed.

Action

	WHO	WHAT	WHEN
22.1	Eric Gerlach	post a reminder to the members' mailing list to review the draft Health & Safety policy document.	

5.4 Budget Revision

5.4.1 Update for action 17.2 on Ben & Eric: New draft of budget incorporating new language for funds

Closed: Ben Brown presented the Board with the new draft budget. (Appendix A shows incomplete wording.) In addition to the requested revision for the emergency fund, a $30/month promotional expenses item has been added.

Action

	WHO	WHAT	WHEN
22.2	Ben Brown	post the new draft budget to the members' list for final discussion.	

5.5 Health & Safety Committee

There was a brief discussion by the Board regarding the use of Eric's cell phone as an emergency phone. The expense of the phone can fall under the "Misc" variable expenses budget for now.

5.5.1 Emergency Phone

Action

	WHO	WHAT	WHEN
22.3	Eric Gerlach	activate and bring in the emergency cell phone	

5.5.2 Lab & Equipment training needed

Jessica Clayman presented to the Board a brief overview of how new equipment will be managed by Health & Safety. The Health & Safety Committee will classify all incoming equipment as either "red" or "green". "Red" equipment will be identified with a sticker, and will require specific training. Some form of signage or documentation will be provided for all "red" equipment, indicating how members can obtain the necessary training.

Action

	WHO	WHAT	WHEN
23.4	Jessica Clayman & Robert Gissing	review all equipment currently in the lab, and identify which items are "red".	

5.6 Drink Order

Cedric Puddy presented the Board with a update on how the drink order/donation fund is going. We're not making as much money as we expected to make, however we're also not losing any money. Cedric expects that drinks will be self-funding by the next order.

5.7   Workroom Floor

There was a brief discussion by the Board regarding the urgency of the workroom floor. Epoxy paint is the best available option.

Action

	Who	What	When
22.5	Robert Gissing	find out what area the 5 galloon bucket of paint will cover.	

5.8   Large Tools

Darin White presented to the Board a quick summary of the member responses received to his "large tools" post. Laser cutter was the top pick, and where we should focus our energy.

5.9   Policies & Procedures for Bringing in New Equipment

Nothing further for this item.

5.10   Public in the Space & Semi-External Groups

There was a brief discussion summarizing where the Board left this topic in December. The outstanding question is whether or not "member guests" should be considered welcome at "member-only" events. Rather than legislating this, the consensus of the Board was to leave it up to the event organizer, and ensure that organizers clearly specify whether their events are for members plus guest(s), or just members.

Regarding the earlier question of allowing external/semi-external groups use the space – Eric Gerlach reported to the Board that he ran the question by other hackerspaces at the December call-in. The consensus of the other hackerspaces on the call was that cool things happening in the space was good, so if it was a cool group, and a one-off event, they would let it happen.

5.11   Trillium Grants

No update.

5.12   Membership Vetting Procedures

There was an in depth discussion regarding the various options being considered, to involve the general membership in new-member vetting.

In order to work within our current bylaws, the Board could hold a member "poll" regarding potential new members, and then the Board could formally ratify the results of that poll. The question remaining is how high to set the bar. There were some concerns about requiring a unanimous decision by the members.

5.12.1   Update for action 21.2 on Gus will wrote up a proposed motion for new member approvals, and post to BOD for discussion

No update.

5.13   Outreach to Local Arts Community

Darin White presented an update to the Board, regarding his networking with CAFKA and CrimeLab. The January 26 joint event is now being organized entirely by KwartzLab; CAFKA and CrimeLab will just be attending as guests. The event will comprise of 5 KwartzLabber and 5 outside artist lightning talks. Darin has been reaching out to some of our artist-neighbours in the building to provide the artist talks.

5.14   New Equipment Acquisition

The Radial Arm Saw which Darin White is sourcing for us is actually being lent, not donated; the Board will need to revise our acceptance motion. We will do that once the lease contract is ready.

5.15   Space Expansion

5.15.1   Update for action 21.3 on Gus & Ben to start talking with Kaplay regarding the unit off of our kitchen.

No update.

5.16   Site 3

Darin White reported to the Board on the Site 3 inaugural meeting. The meeting had a good turn-out, and he looks forward to KwartzLab and Site 3 having a long and fruitful relationship.

6   New Business

6.1   Reimbursements

No reimbursement requests are currently before the Board.

6.2   Arduino Workshop Proposal

Bevan Lantz presented to the Board that he and Andrew Mackie would like to host a public Arduino workshop on February 27, from 1-4pm. The event will cost $20/person, and any profit made will go to KwartzLab.

Motion   *Be it resolved that the Board approves Bevan & Andrew's arduino workshop for February 27, from 1-4pm, which will be open to the public.*

So moved by Eric Gerlach

Seconded by Stephanie Smith

In Favour 6

Opposed 0

Abstained 0

 Motion Carries.

6.3   Purchasing a 50' VGA Cable

Motion   *Be it resolved that the Board approves the purchase of a 50' VGA cable for the lab.*

So moved by Darin White

Seconded by Eric Gerlach

In Favour 6

Opposed 0

Abstained 0

 Motion Carries.

6.4 Signage

There was a brief discussion regarding the need for exterior signage for the lab. There is currently nothing on the outside of the building which indicates we are here. Creating signage could be a large group project.

There was also a discussion regarding signage inside the building. We need to be careful with any signs which we put on doors inside the building – they can cause confusion for visitors to other tenants.

Action

	WHO	WHAT	WHEN
22.6	Jessica Clayman	begin a brain-storming thread regarding signage on the members' list	

6.5 Ubuntu Global Jam

Darcey Casselman presented to the Board that a date has been set for the Ubuntu Global Jam – March 26-28. He would like to organize a public event during that time. More details to follow.

7 Action Item Review

	WHO	WHAT	WHEN
13.2	Ben Brown	convert website design to drupal template	
21.3	Robert Gissing & Ben Brown	start talking with Kaplay regarding the unit off of our kitchen	
22.1	Eric Gerlach	post reminder Board & Members to review draft Health & Safety policy	
22.2	Ben Brown	post the current budget draft to the members' list for final approval	
22.3	Eric Gerlach	bring in his cell phone & activate it	
22.4	Jessica Clayman & Robert Gissing	review everything currently in the lab, and designate which items are "red".	When
22.5	Robert Gissing	figure out how many square feet 1 bucket of epoxy paint will cover.	
22.6	Jessica Clayman	start brain-storming conversation on ML.	

8 Adjournment

The Board meeting was adjourned at 2125EDT.

So moved by Eric Gerlach

Seconded by Cedric Puddy

In Favour 6

Opposed 0

Abstained 0

Kwartzlab Operating Budget v0.4 (DRAFT)

Last Updated 1/20/2010

Income		
	Monthly	**Annually**
32 # Members	$1,600.00	$19,200.00
10 # Using Paypal		
Total Income	**$1,600.00**	**$19,200.00**

Fixed Expenses		
	Monthly	**Annually**
Rent & Utilities	$900.00	$10,800.00
DOLI & Liability	$155.00	$1,860.00
Banking Fees	$5.00	$60.00
Internet Access	$50.00	$600.00

Variable Expenses		
	Monthly	**Annually**
Supplies (1)	$30.00	$360.00
Misc (2)	$150.00	$1,800.00
Paypal Fees (4)	$18.20	$218.40
Promotional Expenses (7)	$30.00	$360.00
Total Expenses	**$1,338.20**	**$16,058.40**

Fund Contributions		
	Monthly	**Annually**
Tool Fund (5)	$75.00	$900.00
Emergency Fund (6)	$186.80	$2,241.60
Total Fund Contribs	**$261.80**	**$3,141.60**

NET INCOME	**$0.00**	**$0.00**

(1) Supplies for space operation: Garbage bags, paper towels, soap, etc.

(2) Misc: One-time costs (machine transportation, etc) & incidentals

(4) Paypal: Fees incurred are $1.82 per member

(5) Tool Fund: Purchase of new tools, repairs & tool consumables (blades, bits, etc) contain three month's worth of current operating expenses, unusable for any other purpose.

(7) Promotional Expenses: Materials cost for items such as pins, stickers & poster printing

Canada Trust
EasyWeb

View Accounts
Account Activity

BUSINESS - CHEQUING - 5209204 $3,784.78 **OK**

Last 31 Days

Balance Date: Jan 20, 2010

Bottom

▾ Date	Description		Debit	Credit	Balance
Jan 19, 2010	CHQ#00036-0200136185	View Cheque	945.00		$3,784.78
Jan 15, 2010	PAYPAL MSP			506.80	$4,729.78
Jan 14, 2010	AVIVA INS		161.87		$4,222.98
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

Total: $1,321.40 $2,098.06

▾ Date	Description	Debit	Credit	Balance

Top   **About This Statement** - Jan 20, 2010
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All transactions to the close of the previous BUSINESS day will be downloaded.
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