

# Board Meeting Minutes

Kwartzlab Society Inc.\*

2010-02-03

**Meeting #** 24

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

**Date** February 3, 2010, 1930 EST

**Distribution** To all Kwartzlab Society Inc. Board Members

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## Directors

**Present** Alexandra Dysinski, Cedric Puddy, Eric Gerlach, Robert Gissing, Stephanie Smith

**Arrived Late**

**Absent** Ben Brown, Darin White

**Quorum** Yes (5/7)

## Others

**Kwartzlab Society Members** Alex Williams

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These minutes are considered complete and correct. Please advise the Secretary ([secretary@kwartzlab.ca](mailto:secretary@kwartzlab.ca)) of any errors or omissions. Otherwise, these minutes will be considered an accurate record of the discussions.

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\*Recorded by Stephanie Smith, Secretary



# PROCEEDINGS

## 1 Call to order

The President Eric Gerlach acted as Chair for the meeting, and called the meeting to order at 1933 EST. 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 President, who noted that action items 22.4, 22.5, and 22.6 were all completed last week, and should be stricken from the current agenda. This change, was approved by the general consensus of the Board. The revised agenda was approved by the general consensus of the Board.

## 3 Approval of the October 28 Board Meeting Minutes

The October 28 Board Meeting Minutes were presented by the Secretary, and approved by the general consensus of the Board.

## 4 Report from the Treasurer

The Treasurer was not presented, but had submitted a report via email before the meeting. The Secretary presented this report:

“We’re not broke.”

This report was accepted by the general consensus of the Board.

## 5 Old Business

### 5.1 Website

#### 5.1.1 Update for action 13.2 on Ben Brown: convert website design to drupal template.

In Progress: Ben Brown submitted an update via email, which Stephanie Smith presented to the Board. He is continuing to work on the template and the organization of Front Page Content with Katrina Somers.

### 5.2 Lease contract for borrowing member equipment

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

Outstanding

### 5.3 Health & Safety Committee

#### 5.3.1 Update on action 22.1 on Eric Gerlach: post reminder Board & Members to review draft Health & Safety policy.

Outstanding; action moved to Stephanie Smith.

### 5.3.2 Update on action 22.3 on Eric Gerlach: bring in his cell phone & activate it.

Outstanding.

## 5.4 Workroom Floor

Robert Gissing report to the Board that he would like to get a second quote on epoxy paint.

### Action

	WHO	WHAT	WHEN
24.1	Robert Gissing	get a second quote on epoxy paint	

## 5.5 Trillium Grants

No update.

## 5.6 Membership Vetting Procedures

### 5.6.1 Update for action 21.2 on Robert Gissing: write up a proposed motion for new member approvals, and post to BOD for discussion

No update

The Board recognized that it had not yet reached consensus regarding what sort of majority should be required for new applicants, once approval is opened up to the membership-at-large. While Robert Gissing would still like to make his case for unanimous voting (see action 21.2), the Board agreed to postpone further discussion on this topic until the members meeting, where discussion will be opened up to the membership-at-large. Gus will share his arguments for unanimous voting with the Board and the membership before the members meeting.

## 5.7 Outreach to Local Arts Community

Darin White presented to the Board that some of the other tenants in our building are talking about organizing a building social event in the near future (date to be determined), which we should make a showing at. As well, Culture Camp is coming up soon. Finally, Jack Jackowetz's artwork is being exhibited at the Princess Twins in Waterloo, and KwartzLab has been invited to the opening.

## 5.8 Space Expansion

Ben Brown submitted an update via email, which Stephanie Smith presented to the Board. Kapley has asked Ben for feedback on the units which we looked at last week. The Board needs to decide which units we would like to proceed on, and begin negotiating pricing.

Cedric Puddy also reported to the Board that (Kapley's father) stopped by the space on Saturday, and asked a little bit about what we do, and what our plans for expansion were. Cedric gave him the KwartzLab elevator pitched, and advised him that he would need to speak with Ben regarding expansion. He passed on Ben's phone number.

Robert Gissing also reported to the Board rough estimates on what we should be able to get each unit for.

There was a general discussion regarding the 3 units, and how we might best use each of them. The general consensus of the Board was that the unit closest to the boiler room presented the best value for us, and despite the lack of windows was likely the most usable.

## 5.9 Signage

Ben Brown submitted an update via email, which Stephanie Smith presented to the Board. There's been a lot of momentum on signage planning at recent TON events.

The Board agreed by general consensus that they were happy to let the group currently working on signage proceed as they are, but would also appreciate a more formal update/presentation on the plan.

## 5.10 Ubuntu Global Jam

Eric Gerlach presented on behalf of Darcy Casselman. KwartzLab is officially "signed up" for the Ubuntu Global Jam.

## 5.11 Membership Hiatus

### 5.11.1 Update on Action 23.1 on Stephanie Smith: notify David Hayes of the Board's decision regarding membership hiatus.

Completed.

## 5.12 Members Meeting

The Board had a detailed discussion regarding the upcoming member meeting, and what needed to be accomplished by it. Three topics of discussion were identified:

1. membership hiatus
2. membership vetting
3. visioning

No official business was identified as needing to be conducted, so a General Member Meeting is not required. This is just a member meeting so that the Board can get input from the membership-at-large on key topics, which will help inform future business.

**Motion** *Be it resolved that KwartzLab Society Inc. calls a member meeting for Wednesday February 17, 2010, commencing at 7pm. Agenda to be determined.*

**So moved by** Eric Gerlach

**Seconded by** Stephanie Smith

**In Favour** 5

**Opposed** 0

**Abstained** 0

Motion Carries

### Action

	WHO	WHAT	WHEN
24.2	Eric Gerlach	post to members that we'll be holding a members meeting on the 17th	

## 6 New Business

### 6.1 Member Withdrawals: David Hayes

**Motion** *Be it resolved that the Board acknowledges the resignation of David Hayes from KwartzLab Society Inc.*

**So moved by** Eric Gerlach

**Seconded by** Stephanie Smith

**In Favour** 5

**Opposed** 0

**Abstained** 0

Motion Carries

### 6.2 Tuesday Open Nights

Karl Williams will be bringing a special guest to next week's TON, who will be giving a short talk on backyard astronomy and imaging. It should be awesome.

## 7 Action Item Review

### Action

	WHO	WHAT	WHEN
13.2	Ben Brown	convert website design to drupal template	
17.1	Eric Gerlach	Post draft of lease agreement to members list asking for comment	
21.2	Robert Gissing	draft a proposed motion for new member approvals, and post to BOD for discussion	
21.3	Robert Gissing & Ben Brown	start talking with Kapley regarding that unit.	
22.1	Stephanie Smith	post reminder Board & Members to review draft Health & Safety policy	
22.3	Eric Gerlach	bring in his cell phone & activate it	
24.1	Robert Gissing	get second quote on epoxy paint	
24.2	Eric Gerlach	post to members that we'll be holding a members meeting on the 17	

## 8 Adjournment

The Board meeting was adjourned at 2037 EST.

**So moved by** Robert Gissing

**Seconded by** Alexandra Dysinski

**In Favour** 5

**Opposed** 0

**Abstained** 0