

Board Meeting Minutes

Kwartzlab Society Inc.*

2009-10-28

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

Date Thursday, October 28, 1930EDT

Distribution To all Kwartzlab Society Inc. Board Members

Directors

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

Arrived Late Eric Gerlach, Darin White

Absent Alexandra Dysinski

Quorum Yes (4/7)

Others

Kwartzlab Society Members Jessica Clayman, Darcy Casselman, Michael Kowalski

Guests Doug Moen

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 this meeting, and called the meeting to order at 1926EDT. The Secretary, Stephanie Smith, recorded the minutes.

2 Approval of the Agenda

The agenda was presented by the Chair. Item 6.3: Windows 7 Release Party was removed from the agenda, as there was no update to be made. The agenda, with this revision, was accepted by the general consent of the Board.

3 Acceptance of the Sept 17 Board Meeting Minutes

The September 17, 2009 Board Meeting Minutes were presented by the Secretary, and accepted by the general consent of the Board.

4 Acceptance of the Sept 22 Board Meeting Minutes

The September 22, 2009 Board Meeting Minutes were presented by the Secretary, and accepted by the general consent of the Board.

5 Report from the Treasurer

The Treasurer provided a financial update to the Board – all but 4 members have paid dues for the coming month.

There was a brief discussion reviewing Eric Gerlach's email of October 26, regarding the \$400 initial insurance payment required by Erb & Erb. Our insurance payments are made 2 months in advance, so this initial payment covers our first three months, bringing us in line with that payment schedule.

Action

	WHO	WHAT	WHEN
13.1	Ben Brown	post to the members mailing list, to thank all members for promptly paying their dues.	

6 Old Business

6.1 Website

6.1.1 Update for Action 12.1 on Ben: upload screenshot of website template for review

Completed: Ben Brown presented the Board with a screen shot of his website template. It was well received, and the Board encouraged Ben to proceed with turning it into a drupal template.

6.1.2 Update for Action 12.2 on Michael Kowalski: upload screenshot of website template for review
Cancelled.

6.2 Reimbursements

Motion *Be it resolved that the Board approves reimbursing Cedric Puddy and Natalie Silvanovich for their submitted food and drink expenses related to the Grand Opening.*

Moved by Robert Gissing

Seconded by Ben Brown

In Favour 4

Opposed 0

Abstained 0

6.3 Ubuntu Release Party

Darcey Casselman presented a brief update regarding his Ubuntu Release Party.

6.4 Lease contract for borrowing member equipment

6.4.1 Update for Action 12.3 on Eric Gerlach: talk to our insurance rep regarding what constitutes a legal interest for “leased” equipment

Cedric Puddy read for the Board Eric Gerlach’s comments from his 2009-10-26 email regarding insurance and leases. Specifically, while we don’t need a lease agreement to cover equipment in our space, it is a good idea to have one. It doesn’t need to say anything specific, and no money need be exchanged.

Action

	WHO	WHAT	WHEN
13.2	Stephanie Smith	Compel Eric Gerlach to generate appropriate verbiage for a lease contract.	

6.5 Policies & procedures for bringing in new equipment

6.5.1 Update for Action 12.4 on Eric Gerlach: talk to our insurance rep regarding what sorts of equipment will change our rates

Cedric Puddy read for the Board Eric Gerlach’s comments from his 2009-10-26 email regarding insurance and new equipment. Specifically, we should alert Dave of “anything circular-saw risk or worse” coming into the space. Because this venture is so different from things they usually deal with, we should be proactive about keeping them in the loop with regards to new equipment.

There was a brief discussion on how to proceed. We will need a asset list to drive this, which Health & Safety will ultimately be responsible for, and which will be cross referenced with member training.

Action

	WHO	WHAT	WHEN
13.3	Stephanie Smith	create a google doc to track assets.	

6.6 Metal brake/shear from RIM

6.6.1 Update for Action 12.5 on Eric Gerlach: draft letter for accepting donated equipment

Cancelled; RIM does not require a letter.

6.6.2 Update for Action 12.6 on Robert Gissing: deliver Metal Shear/Brake acceptance letter to RIM

Cancelled; RIM does not require a letter.

6.6.3 Update for Action 12.7 on Robert Gissing: post announcement to list regarding Metal Brake/Shear on offer from RIM

Still pending.

6.6.4 Delivery of Brake

There was a brief discussion regarding renting a truck with a lift gate to transport the break.

Action

	WHO	WHAT	WHEN
13.4	Robert Gissing	contact RIM facilities to see if they can bring it to us.	

6.7 Drink Order

6.7.1 Update for Action 12.8 on Cedric Puddy: place initial drink order

Revised: Cedric Puddy presented a draft order to the Board, which he intends to place on Friday. There was a discussion regarding the size of the order.

Action

	WHO	WHAT	WHEN
13.5	Cedric Puddy	cut the order back a bit, and proceed	

6.8 Garbage & Maintenance

6.8.1 Update for Action 12.9 on Stephanie Smith: create a page on website for cleaning schedule

Completed: Stephanie Smith reported to the Board that the webpage is up, and about half of the membership has responded with their schedule preferences.

Action

	WHO	WHAT	WHEN
13.6	Stephanie Smith	Send out a last orders call.	

6.8.2 Update for Action 12.10 on Robert Gissing: create a checklist of cleaning tasks to be completed weekly

Still pending & revised: also make a list of less frequently required tasks for long distance members.

7 New Business

7.1 Budget Revision

There was a detailed discussion regarding the urgency of updating the budget. The Board intends to work on the draft electronically throughout the month of November, and ratify it by the end of the month.

Action

	WHO	WHAT	WHEN
13.7	Ben Brown	start putting together a new operating budget, draft for next week	

Motion Seeing the need for a revised budget, be it resolved that the Treasurer and Board shall draft a new budget to be presented on November 18th with consultation to occur with the Board and Membership in the intervening time.

Moved by Robert Gissing

Seconded by Ben Brown

In Favour 5

Opposed 0

Abstained 0

7.2 Health & Safety Committee

Action

	WHO	WHAT	WHEN
13.8	Jessica Clayman	start a H&S thread on the members list.	

7.3 @KwartzLab.ca email addresses for members

There was a detailed discussion regarding the implications of giving KwartzLab members access to @kwartzlab.ca email addresses.

Director Darin White believes @kwartzlab.ca email addresses should not be given out to members.

Motion *Be it resolved that members are allowed to have email addresses @kwartzlab.ca upon request, to use for personal use.*

Moved by Robert Gissing

Seconded by Ben Brown

In Favour 4

Opposed Darin White

Abstained 1

7.4 Members contacting outside parties on behalf of the group

There was a detailed discussion regarding how KwartzLab interfaces with outside groups. The primary concern is with the possibility of members (unintentionally) misrepresenting KwartzLab, or making promises which they are not in a position to honour.

As only the Board can enter into agreements of on behalf of KwartzLab, the Board feels very strongly that only Board members should officially represent KwartzLab to outside parties.

Action

	WHO	WHAT	WHEN
13.8	Stephanie Smith	forward Mark's request to Gus, and Gus will follow up with him.	
13.9	Eric Gerlach	work on wording for a notice to the membership.	

Eric Gerlach became Chair at 2112EDT.

7.5 New Members

The Board agreed by general consent to have Robert Gissing count the ballots for the membership votes.

Motion *Be it resolved that Doug Moen be inducted into membership of KwartzLab Society Inc.*

Moved by Eric Gerlach

Seconded by Stephanie Smith

In Favour 6

Opposed 0

Abstained 0

Motion *Be it resolved that Dan Benoy be inducted into membership of KwartzLab Society Inc.*

Moved by Eric Gerlach

Seconded by Stephanie Smith

In Favour 0

Opposed 4

Abstained 2

Motion *Be it resolved that the application of Dan Benoy be held pending further participation.*

Moved by Stephanie Smith

Seconded by Ben Brown

In Favour 6

Opposed 0

Abstained 0

8 Adjournment

The Board Meeting adjourned at 2127EDT

Moved by Robert Gissing

Seconded by Eric Gerlach

In Favour 6

Opposed 0

Abstained 0