

Board Meeting Minutes

Kwartzlab Society Inc.*

2009-08-27

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

Date Thursday, August 27, 1930EDT

Distribution To all Kwartzlab Society Inc. Board Members

Directors

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

Late Robert Gissing (arrived after agenda item #5.2 Build-out: Windows)

Absent Alexandra Dysinski

Quorum Yes (5/7)

Others

Make:KW Hackerspace Initiative Members Andrew Mackie, Ed Blanchard

Guests

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

The President, Eric Gerlach, called the meeting to order at 2017EDT, and 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 Acceptance of the Agenda

The agenda was presented by the President. No objections being noted, the agenda was approved by general consent.

3 Approval of the 2009-08-11 Board Meeting Minutes

The minutes for the 2009-08-11 Board meeting were presented by the Secretary, and were approved by general consensus of the Board.

4 Approval of the 2009-08-14 Board Meeting Minutes

The minutes for the 2009-08-14 Board meeting were presented by the Secretary, and were approved by general consensus of the Board.

5 Old Business

5.1 Insurance

Presentation

Eric Gerlach presented to the Board an update on his communications with Dave from Erb & Erb. As DOLI is "claims made", there was no need to postpone the lease-signing until DOLI was in place. Switching insurance providers for DOLI is trivial, but there may be some gotchas related to switching providers for space insurance. In particular, we would need to ensure that the new policy picked up immediately where the old policy left off.

There is a 3% financing fee if we want to pay for the insurance monthly, which would make the monthly payments \$161.88.

Decisions

1. Motion Passed: Pending Ben Brown's confirmation that we can set up a direct debit payment for insurance, Ben Brown & Eric Gerlach may bind the corporation to the EnCon DOLI & Space Insurance policy, as quoted.

Motion Moved By Eric Gerlach

Motion Seconded By Stephanie Smith

In Favour 5

Opposed 0

Abstained

5.2 Buildout

5.2.1 Security

Presentation

Darin White presented to the Board an update on the Lab's Physical Security. He has been unable to make contact with Michael Kowalski, but we need to move forward on this project ASAP. James Bastow is prepared to take over the project immediately. James has a plan in mind, and believes he can do it for under \$500.00. However, James will be out of town until September 8. For now, we will cut keys for members, and hand them out at the August 31 Board Meeting/Key-Granting Party.

Discussion

Ensuring that the door remains locked when nobody is in the space is a high priority. Given the layout of the space, it is too easy for somebody to leave without realizing they were the last person in the space. We should institute a door-always-locked policy.

Decisions

1. Motion Passed: Be it resolved that Kwartzlab Society Members will be given physical keys to the space, in lieu of RFID tokens, beginning Monday August 31. These keys will be replaced by RFID tokens when the tokens become available.

Motion Moved By Darin White

Motion Seconded By Eric Gerlach

In Favour 5

Opposed 0

Abstained

Actions

WHO	WHAT	WHEN
Eric Gerlach	will try to contact Michael Kowalski	
Eric Gerlach	will contact Shin regarding the donation of his strike	
Ben Brown	will cut keys for pending members, to be distributed at the August 31 Board Meeting/Key-Granting Party	before Aug 31

5.2.2 Ceiling

Presentation

Eric Gerlach presented to the Board an update on his progress cleaning the ceiling. He'll continue blowing it out over the weekend.

5.2.3 Windows

Presentation

Darin White presented to the Board an update on his progress cleaning the windows. 1 window is completed, however they are all in very bad shape – we can't do a lot with them. 10 panes need to be replaced. Kapley has said he'll look after the repairs. Burhan has also said he has some replacement glass panes he will give us.

Discussion

Now that the days are getting shorter, working on the windows is a weekend job. There is some concern regarding whether Kapley will get the windows repaired within a reasonable amount of time. We should give him a conservative deadline, so that we will have time to do it ourselves (if necessary) before the Grand Opening.

Actions

WHO	WHAT	WHEN
Eric Gerlach	will email Kapley about repairing the windows	

5.2.4 Painting

Presentation

Robert Gissing presented to the Board an update on his progressing patching the walls in preparation for painting.

Ben Brown presented to the Board pricing for second hand paint from Rona - \$15/gallon

Decisions

1. The Board decided, by general consensus, that Ben Brown will purchase 10 gallons of "Cloud" paint from Rona, along with 5 gallons of primer.

5.2.5 Furniture & what we want for the space

Discussion

We need some decent sofas for the lounge, as well as a TV. This coming weekend is moving weekend for most students, which may be fruitful for us. Freecycle, Kajiji, and Rim Classifieds are also worth checking.

Actions

WHO	WHAT	WHEN
Ben Brown	will investigate what furniture has been discarded in student housing neighbourhoods	
Eric Gerlach	will contact somebody as Central Stores	
Stephanie Smith	will check Freecycle	

5.3 Banks

Presentation

Ben Brown presented to the Board an update on our financial situation. Specifically, we have enough money in the bank to cover our September rent.

Actions

WHO	WHAT	WHEN
Ben Brown	will find out if we can do direct debit payments	
Eric Gerlach	will test "Personal Payee" payments to the Kwartzlab account from a non-TD account	

5.4 Real Estate/Leases

No out-standing business.

5.5 Logo

Presentation

Darin White presented to the Board an update on the logo submissions to date. He provided the Board with copies of all of the logos submitted - 6 in total.

Decisions

1. The Board agreed by general consensus to provide the prospective membership with 2 logos to vote on – "the gear oscillator" and "the socket".

Actions

WHO	WHAT	WHEN
Stephanie Smith	will put a poll on the website	on August 28

5.6 Website/Mailing Lists

5.6.1 Discussion

Bill Traynor has stated he intends to shut down hackw.net shortly. We have a lot of old/outdated content related to the hackerspace up on makekw.org; now that we have our own web presence, this should be removed.

Actions

WHO	WHAT	WHEN
Stephanie Smith	will remove kwartzlab content from makekw.org and replace it with a link to kwartzlab.ca	
Stephanie Smith	will ensure content on kwartzlab.ca remains up to date	

5.7 Project Teams

No out-standing business.

5.8 Grand Opening

5.8.1 Party

Discussion

While Natalie is filling out and submitting the liquor license, a Board members should actually be responsible for this. Robert Gissing has SmartServe, and volunteers for this.

We need members committed to bringing in cool projects that we can show off. Andrew Mackie volunteers to organize projects for the evening. Projects need to be submitted prior to the event.

Actions

WHO	WHAT	WHEN
Stephanie Smith	will configure the announcement list to moderate message, rather than discarding them	by August 28
Andrew Mackie	will post an announcement to the members' announcement list	September 1 or 2

5.9 Converting Club Members to Corporate Members

Discussion

Should we add a general liability waiver to the membership agreement form? Hackerspaces.org has a boilerplate waiver posted on their website. Waivers don't actually change anything, but they do help demonstrate due diligence.

We won't vote in any member who has not paid their dues and signed the new membership form.

Actions

WHO	WHAT	WHEN
Eric Gerlach	will provide the audit exemption form	
Robert Gissing	will check with Russ about the wording for a waiver	

6 New Business

6.1 Scheduling a first general meeting

Presentation

Eric Gerlach presented to the Board an update on his findings regarding our obligations at the first General Meeting. Apart from having to notify the membership by post 10 days in advance, and potentially having to appoint an auditor, we are exempt from all special requirements.

Decisions

1. It was agreed by general consensus that the first General Meeting shall be scheduled for September 22.

Actions

WHO	WHAT	WHEN
Eric Gerlach	will draft a bylaw allowing us to notify members of future General Meetings by email	
Eric Gerlach	will send out the meeting announcements	September 12

6.2 Engaging Politicians & Municipalities

Presentation

Darin White presented to the Board that he has engaged his city councillor, Karen Scian. He's posted the elevator pitch he sent her to the website. She was very enthusiastic about Kwartzlab. Darin also has a connection to the Arts & Culture Committee, and he will find out if we can do a presentation for them.

Discussion

We should organize presentations for various politicians and municipal groups. We don't need to know what we want from them – the presentations can just serve to introduce us. The Arts & Culture Committee, for instance, makes recommendations to city council regarding grants. Getting them to recognize our name is advantageous. We won't get grants for capital, but they will help with soft expenses for public access stuff i.e., space/catering for a free public event).

Martin DeGroot has been asking when we can write about us. We're not ready just yet.

6.3 Hackerspace Alliances

Presentation

Darin White presented to the Board an update on his networking with hacklab, thinkhaus, & diyode. A group event is in the works, and he should have more details on Saturday. As well, the Two Hands Project will be coming to Ontario sometime in September. Darin will be traveling to DC in October, and plans to connect with Nick Farre (hacDC) while he is there.

6.4 People bringing stuff in to the space

Discussion

For the time being, anything that people bring in to the space must be donated to the space. Once we have insurance in place, and have worked out a standard "leasing" agreement, then we can begin accepting items on loan.

7 Adjournment

The meeting was adjourned at 2239EDT.

Motion Moved By Stephanie Smith

Motion Seconded By Ben Brown

In Favour 6

Opposed 0

Abstained