

Board Meeting Minutes

Kwartzlab Society Inc.*

2009-11-11

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

Date Thursday, November 11, 1941EDT

Distribution To all Kwartzlab Society Inc. Board Members

Directors

Present Ben Brown, Darin White, Eric Gerlach, Robert Gissing

Absent Alexandra Dysinski, Cedric Puddy, Stephanie Smith

Quorum Yes (4/7)

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 Eric Gerlach, President

PROCEEDINGS

1 Call to order

The President Eric Gerlach acted as Chair for the meeting, and called the meeting to order at 1948 EST. The President also 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

Ammend by adding H&S Policy and Moment of Silence to New Business.

3 Report from the Treasurer

3.1 Update on Action 13.1 on Ben Brown: post to the members mailing list, to thank all members for promptly paying their dues.

Completed.

Schedule suspension for one member for the next Board Meeting.

4 Old Business

4.1 Website & Mailing Lists

4.1.1 Update for Action 12.2 on Michael Kowalski: upload screenshot of website template for review

Sent something to Steph, but haven't received a response.

Action

	WHO	WHAT	WHEN
14.1	Eric Gerlach	Poke Steph to see if there's anything we can do to move it along	

4.1.2 Update on Action 13.2 on Ben: convert website design to drupal template.

Coming along.

Discussion about makekw vs. kwartzlab - there's confusion. Do we need to clarify? Do we decouple from makekw? Postponed until Nov 25th meeting - General consent

Action

	WHO	WHAT	WHEN
14.2	Ben Brown	Ask Michael Himestra about kwartzlab vs makekw and his plans for makekw	

Kapley wants to be on our mailing list.

4.2 Ubuntu Release Party

Darcy posted summary to mailing list. Suggestion for future events: Talk to people face-to-face instead of mailing list to get them out to events.

4.3 Lease for borrowing member equipment

Postpone for next week's Board meeting.

4.4 Policies & procedures for bringing in new equipment

Postponed for two weeks.

4.5 Metal Break/Shear from RIM

Darin measured the dock at RIM 44 1/2". Need a truck with liftgate. Gus contacted RIM facilities, they won't move it for us.

Action

	WHO	WHAT	WHEN
14.3	Darin White	follow up with free truck	

Motion *Approve \$200 in funding for truck expenses to move metal brake/shear.*

Moved by Eric Gerlach

Seconded Robert Gissing

In Favour 4

Opposed 0

Abstained 0

4.6 Drink Order

It's here. Cedric is running out of pocket.

Selling at a good price.

When does the reorder happen? There's a lot of stock, reorder will happen when we run low and we can get \$270. Members can order a case.

4.7 Garbage & Maintenance

Steph has posted a schedule. Checklist is not done. Gus will write for next week.

4.8 Budget Revision

Budget presented during treasurer report. Looking good. Eric will assist.

4.9 Establishing a Health and Safety Committee

Action

	WHO	WHAT	WHEN
14.4	Eric Gerlach	have Alex send floorplan to Jess	
14.5	Eric Gerlach	look to see if he has a cellphone for 911 purposes.	

Ben and Gus say that whoever steals the 911 cellphone will get an asskicking.

4.10 Members contacting outside parties on behalf of KwartzLab

Steph forwarded email to Gus. Mark talked to Gus, all is cool, he knows that he needs to keep the Board in the loop. Eric to proceed with sending email to members.

5 New Business

5.1 New Members

Dan Benoy on next meetings new members.

5.2 Reimbursements

None. The bleeding has stopped

5.3 External Groups

Discussion about a local Chapter of the Canadian Ubuntu loco, bugjams every 6 months.

Discussion of seminars. How do we handle people bringing in external events?

Motion *The Ubuntu Bug Jam in early 2010 tentatively approved.*

Moved by Robert Gissing

Seconded by Eric Gerlach

In Favour 4

Opposed 0

Abstained 0

5.4 Global Hackathon

Motion *KwartzLab shall participate in the Global Hackathon on the 20th-22nd of November, as a members-only event.*

Moved by Robert Gissing

Seconded Darin White

In Favour 4

Opposed 0

Abstained 0

5.5 Health and Safety Policy

Jess read the policy to the Board.

Eric will add to next week's agenda

5.6 NaNoWriMo Group

Motion *If the nanowrimo group wants to pay \$5 per head, they are welcome to use the space.*

Moved by Robert Gissing

Seconded by Darin White

Motion to Amend *Change "If the nanowrimo group wants to pay \$5 per head" to "The nanowrimo group, for a suggested donation of \$5/head,"*

Moved by Eric Gerlach

Seconded by Robert Gissing

In Favour 2

Opposed 2

Abstained 0

Motion Amendment Fails

In Favour 4

Opposed 2

Abstained 0

5.7 Moment of Silence

6 Adjournment

Moved by Darin White

Seconded by Ben Brown

In Favour 4

Opposed 0

Abstained 0

View Accounts

Account Activity

[Help](#)[Print this page](#)[Make a Stop Payment](#)BUSINESS - CHEQUING - 5209204 \$2,734.79 [OK](#)

Last 31 Days

Balance Date: Nov 12, 2009

Bottom

▼ Date	Description		Debit	Credit	Balance
Nov 10, 2009	CHQ#00029-0500517119	View Cheque	14.00		\$2,734.79
Nov 06, 2009	DEPOSIT			362.50	\$2,748.79
Nov 02, 2009	CHQ#00005-0100355555	View Cheque	945.00		\$2,386.29
Oct 30, 2009	COMM PLUS FEE		4.95		\$3,331.29
Oct 30, 2009	PAYPAL PTE LTD MSP			304.08	\$3,336.24
Oct 29, 2009	CHQ#00032-0500374181	View Cheque	350.98		\$3,032.16
Oct 28, 2009	DEPOSIT			920.00	\$3,383.14
Oct 26, 2009	EMAIL TFR C27tGCeM			52.50	\$2,463.14
Oct 26, 2009	PTS FRM: 38233125267			52.50	\$2,410.64
Oct 26, 2009	EMAIL TFR C2VjnRHk			52.50	\$2,358.14
Oct 26, 2009	EMAIL TFR C2hbJS2t			52.50	\$2,305.64
Oct 21, 2009	DEPOSIT			112.50	\$2,253.14
Oct 15, 2009	CHQ#00023-0600144205	View Cheque	6.69		\$2,140.64
Oct 14, 2009	CHQ#00028-0500378679	View Cheque	128.43		\$2,147.33
Oct 14, 2009	CHQ#00026-0100252218	View Cheque	91.99		\$2,275.76
Oct 14, 2009	AVIVA INS		485.67		\$2,367.75
Total:			\$2,027.71	\$1,909.08	
▼ Date	Description		Debit	Credit	Balance

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Kwartzlab Operating Budget v0.1 (DRAFT)

Last Updated 11/10/09

Monthly				
Income				
		Budget	Actual	Difference
29	# Members	\$1,450	\$1,437	\$13
7	# Using Paypal			
	Total Income	\$1450	\$1437.26	\$13
Fixed Expenses				
		Budget	Actual	Difference
	Rent & Utilities	\$900	\$900	\$0
	DOLI & Liability	\$155	\$155	\$0
	Banking Fees	\$5	\$5	\$0
Variable Expenses				
		Budget	Actual	Difference
	Supplies (2)	\$30	\$0	
	Tool Fund			
	Media (3)			
	Total Expenses	\$1090	\$1060	\$0
	NET INCOME	\$360	\$377	\$13

Yearly				
Income				
		Budget	Actual	Difference
	# Members	\$17,400	\$17,247	\$153
	# Using Paypal			
	Total Income	\$17400	\$17247.12	\$153
Fixed Expenses				
		Budget	Actual	Difference
	Rent & Utilities	\$10,800	\$10,800	\$0
	DOLI & Liability	\$1,860	\$1,860	\$0
	Banking Fees	\$60	\$60	\$0
Variable Expenses				
		Budget	Actual	Difference
	Supplies (2)	\$360	\$0	
	Tool Fund	\$0		
	Media (3)	\$0		
	Total Expenses	\$13080	\$12720	\$0
	NET INCOME	\$4,320	\$4,527	\$153

(1) Paypal: Fees incurred are \$1.82 per member

(2) Supplies: Garbage bags, paper towels, soap, etc.

(3) Media: Magazine Subscriptions, etc.