

KwartzLab Society Inc.

Meeting Minutes

Metadata

- * Type of Meeting: Board of Directors
- * Date: Monday, 16 January, 2012
- * Time: 2030 EDT
- * Location: Kwartzlab Society Inc.
- * Meeting #74

Board Members

- * Present: Darcy Casselman, Doug Moen, Andrew Mackie, Rob Adlers, Alex Williams, Gus Gissing, James Bastow
 - * Absent: None
 - * Quorum: Yes (7/7)
 - * Other Attendees: Jonathan Lamothe, Mark Pitcher, Karl Williams
- Distribution: To all KwartzLab Society Board Members
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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.

Proceedings

1. Call to Order

Darcy Casselman acted as chair for the meeting, calling it to order at 20:35 EST. The Secretary 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

Motion: Be it resolved that the minutes from the prior board meeting, 8 December 2011, are reviewed to be accurate.

So moved by Darcy Casselman.

Seconded by Rob Adlers.

In favour: 5

Opposed: 0

Abstained: Andrew Mackie, Gus Gissing, James Bastow.

Motion: Be it resolved that the minutes from the prior board meeting, 28 December 2011, are reviewed

to be accurate.

So moved by Alex Williams.

Seconded by Darcy Casselman.

In favour: 5

Opposed: 0

Abstained: Andrew Mackie, Gus Gissing, James Bastow.

3. Report from the President

Darcy noted that new members are being enrolled, largely thanks to the installation of the laser cutter. It was also noted the acquisition of the PCB cutting mill as a useful tool for members.

4. Report from the Treasurer

Gus reported that the January deposit is ready, and he is waiting for people who have not yet given payment for January or 2012 to do so. He is working on reconciling the PayPal account with QuickBooks software.

We are currently at a 2-member deficit, with approximately \$150/mo loss.

He has approved a \$500 small-tool purchase request, as well as a \$300 request for quality vices.

The Treasurer noted that he has difficulty generating necessary reports. Rob Adlers offered the assistance of a friend, who understands QuickBooks. Gus also noted that he has the form to calculate the 2010 tax report, and will begin to do so.

Doug mentioned that a hackerspace in Vancouver requires automatic payment every month for their rates. Darcy volunteered to help convince members to convert to this approach. Gus mentioned that automated payments and cheque payments are far easier to track in bookkeeping than when members pay in cash.

New Business

1. 2012 Budget Discussion

James floated the idea of moving the laser to a new room to contain smells and sounds. He also noted that we have not used up the remainder of the

RIM philanthropic fund. He estimated the cost to be \$200, however Doug pointed out that venting for the printer in its current location alone cost over \$100. Darcy asked James to create a wiki page to spec the design out.

For the back door, James recommended replacing the lock with an electric striker. Andrew volunteered to create a wiki for the back door lock with cost proposals, and seek approval from the board.

In applying for RIM grants, James noted that we need to complete 25 hours per RIM employee in 2012 before requesting another philanthropic grant, which is currently unrealistic.

2. Kyle Spaans' Return

Andrew will let Kyle know that he must pay the initiation fee again, but his January rate may be pro-rated.

3. Wintereenmas

Be it resolved that Wintereenmas is approved as a public event on January 28 2012, noon to midnight.

So moved by Gus Gissing.

Seconded by Darcy Casselman.

In favour: 7

Opposed: 0

Abstained: None.

4. Building Community Relationships

Mark mentioned that he had an idea to reach out to local hardware stores for donations of products or preferably cash. He has compiled a list of hardware stores and is working on getting the corresponding managers' contact information, and make the request an annual event. Gus suggested that a board member should assist to ensure that this is a sanctioned activity. Alex volunteered to help there.

Alex has also enquired to Freescale about free products, which was received positively by Freescale.

James volunteered to pursue student editions of Altium software, which would lower the cost per license from \$5000 to \$120. James and Karl had also considered approaching Solidworks, who were marketing in Detroit.

Doug mentioned that Sean Puckett is working on an arts and culture project in Waterloo Region, with the goal of acquiring a multi-storey building. The inaugural meeting is on 21 January 2012 which some in attendance showed interest in.

5. Laser Cutter Discussion

Member Training & Usage – James will organize this. The most worrying issue to date is that we don't know all the possible ways the laser can be broken or misused.

Another other issue was handling scheduling or conflict of usage – though since it is not a concern right now, we will remain with a first come, first served policy. We noted that Karl put a user's guide on Kwartzlab.ca. Doug suggested that trainees create their own plaque with the laser cutter, a la Site3, as a sample project and for people to prove that they have training.

Another issue that came up was how to handle users wanting to do production work/running a business on the laser. It was noted that Site3 forbids this. Doug mentioned that NYC Resistor has a price schedule for such use, but James pointed out that that hackerspace is more of a service provider than Kwartzlab. The idea was floated around to have the profit-maker give 10% or 20% to the lab. Gus mentioned that we are not insured for this kind of activity.

Non-Member Training and Usage – It was generally agreed to forbid non-members access to the cutter.

Non-members may ask a member to cut something for them, but if they need a commitment for cutting, they should be referred to Waterloo Engraving down the street.

James volunteered to submit to the budget wiki a method of tracking laser use with the members' access card, and write up terms of use for members to review.

6. Reimbursement for laser ductwork

Be it resolved that the submitter of receipts for laser ductwork be reimbursed

So moved by Andrew Mackie.

Seconded by James Bastow.

In favour: 7

Opposed: 0

Abstained: None.

7. Reimbursement for Flowers for Funeral

Be it resolved that Rob Adlers be reimbursed for the purchase of flowers for a member's family member's funeral.

So moved by Gus Gissing

Seconded by James Bastow.

In favour: 6

Opposed: 0

Abstained: Rob Adlers.

Old Business

1. Back Door Access

Alex volunteered to try to locate an existing latch in Kwartzlab inventory, for now. This would mean that members would need to use their cards, or pick one up if they do not have one.

2. Workshop

Electrical is to be completed by Ed Maste, who has the go-ahead to get electrical cable and lighting.

3. Trillium Grants

Steph Smith and Gus Gissing are to meet on Sunday, 21 January to start initial work, with the goal being to acquire a ShopBot if funding is granted.

4. Business Plan

Alex has stated that work is continuing.

5. Getting an up-to-date members' list

Andrew will update the list with Taylor Morey's information, and remove this item going forward.

6. Kwartzlab Kick Pilot

The process is currently on-hold. James would like to order 100, but noted it would cost more than he can currently commit to.

7. Small tool acquisition

Alex has compiled a list of the top thirteen tools in demand. To that, James is donating a grinding wheel. The discussion turned to committing to buying the tools.

Be it resolved that Alex Williams be granted \$300 to acquire tools from the list.

So moved by Darcy Casselman.

Seconded by Andrew Mackie.

In favour: 5

Opposed: 0

Abstained: Alex Williams, Doug Moen.

James and Alex volunteered to put up pegboard for tool storage.

8. Artist-In-Residence Program Report

Gus has selected the next artist for the AIR program: Jennifer Goth.

Action Item Review

- Get contact information for Rob Green and remind him to remit payment and pick up his card – Andrew
- Begin calculating 2011 taxes – Gus
- Ask members to consider remitting automated payment, and remind members that January dues are due – Darcy
- Add doorlock proposal to wiki – Andrew
- Work on mailouts to local hardware stores – Darcy, Mark Pitcher
- Look into getting deals with Altium and Freescale – James
- Organize training for laser cutter – James
- Find the new latch for the rear door, and notify the list when done – Alex
- Add Taylor Morey to the members list – Andrew
- Put up pegboard – James, Alex
- Invite Rob Adlers to the Kwartzlab Calendar app - Darcy

5. Adjournment

The meeting was adjourned by general consent of the board at 2230 EDT.